

Minutes of the AGM and Council meeting of the Manafon Community Council held on Wednesday the 4th May 2016

Present – Chairman Cllr. J. Davies, Vice Chairman Cllr. H. Lewis, Cllrs. T. Jerman, C. Davies,
R. Benyon, J. Hall, CC. J. Shearer and Clerk L. Stanton.

16. Welcome

Chairman welcomed everyone to the meeting and confirmed this will include the AGM meeting.

17. Apologies for absence

Clerk confirmed apologies for this meeting had been received from Cllr. E.A. Lewis at last meeting.
(Absence forms signed off for last meeting)

18. Declaration of interest

No obvious declarations of interest, any which arose during meeting, would be dealt with under that agenda point.

19. Minutes of the last meeting

Minutes were discussed in full, minutes proposed by Cllr. R. Benyon seconded by Cllr. H. Lewis and agreed by all.

20. Matters arising from minutes / Action Points

Item 10 Highways - Dolryrhoel Rock – road has fallen away under the kerb towards river, When the river is up the water is not flowing back out but stays on road when river has receded, hurdles were in place which suggest Powys highways already aware; seemingly the Clerk had not recognised that there were 2 separate issues related to this item thus not reflected in minutes Clerk to reiterate to Highways department.

Action points outstanding – Logo development & web archive ongoing by Clerk; hedge cutting New Mills, appears to be a change in contractor, Cllr. C. Davies will organise for it to be done via an alternative source; changes in banking arrangements , Chairman advised that the complexities of changing do not bring any benefits, resolved by all that current arrangements remain as are.

AGM

21. Election of Officials and Representatives

At this juncture all elected officials stepped down and Clerk presided over re-elections.
Nominations for the election of new Chairman; Cllr. H. Lewis nominated and proposed that Cllr. J. Davies be appointed Chairman for another term, seconded by Cllr. R. Benyon and it was resolved that Cllr. J. Davies be appointed as Chair.

Nominations for the election of new Vice Chairman; Cllr. C. Davies nominated and proposed that Cllr. H. Lewis be appointed Vice Chairman for another term, seconded by Cllr. Ms. J. Hall and it was resolved that Cllr. H. Lewis be appointed as Vice Chair.

The following representatives were elected thus:

Manafon Messenger - Cllr. Ms. J. Hall; Ysgol Rhiw Bechan – Cllr. R. Benyon; Police & Fire – Cllrs. R. Benyon & T. Jerman; New Mills Village Hall – Cllrs. C. Davies & H. Lewis; One Voice Wales – Chairman, Vice Chairman, Clerk, at least one of these should attend OVW meetings if that is not possible one other Councillor to attend OVW meetings; Powys CC Liaison Meetings - Chairman, Vice Chairman, Clerk, at least one of these should attend Powys CC meetings if that is not possible one other Councillor to attend Powys CC Liaison Meetings, all present voted in favour of these representations and it was resolved that the nominated persons will represent Manafon CC as specified.

22. Council Audit

Large part of the meeting was devoted to the accounts and audit for financial year ending 31st March 2016.

All documents pertaining to the accounts and year-end audit return are uploaded to the web site, once external audit is completed these will be updated if any changes/remarks identified by external auditors. All detailed data is available on web site or can be obtained from the Clerk (see details in publication scheme).

a) Accounts Internal Audit Information

The internal audit was completed by Mrs. A. Gawne who provided a full report to Council on the audit, it was a clean audit and no negative remarks received, no errors or omissions were found and the report was read to Council and is available on web site.

b) Annual Governance Statement for year ended 31st March 2016

Base on the Councils' internal control and the requirements of both internal and external audit, a full Governance report was produced. The document was discussed in full.

“We acknowledge as the members of Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31st March 2016”

It was resolved that the Governance statement was a true and accurate reflection of the Councils' financial activity and could be submitted to external auditors.

c) Financial summary 2015/2016

Clerk provided year end final update on expenditure, total expenditure including VAT of £120.52 which is reclaimable, was £4119.29; £2063.04 was general costs, £2056.25 employment costs.

A	D	E	F	G	H
Acc Code	VAT £	Actual £ Total	Actual £ Excl VAT		Expenditure Description
ASS Total	£75.52	£453.06	£377.55		Asset purchase
AUD Total	£16.00	£126.00	£110.00		Audit fees
DON Total	£0.00	£20.00	£20.00		Donations to charities / events / British Legion Poppy Appeal
EXES Total	£0.00	£100.00	£100.00		Clerk office expenses
INS Total	£0.00	£285.65	£285.65		Insurance
IT Total	£11.59	£119.54	£107.95		Antivirus / Web site hosting / Domain registration fee
MISC Total	£0.00	£125.00	£125.00		Miscellaneous
OVW Total	£0.00	£42.00	£42.00		One Voice Wales membership
POS Total	£0.00	£45.46	£45.46		Postage
SAL Total	£0.00	£2,056.25	£2,056.25		Clerk salary
SLCC Total	£0.00	£65.00	£65.00		SLCC membership
STAT Total	£17.41	£110.93	£93.52		Stationery
SUN Total	£0.00	£0.00	£0.00		Sundry
TRA Total	£0.00	£50.40	£50.40		Travel expenses
TRNG Total	£0.00	£0.00	£0.00		Training
VH Total	£0.00	£520.00	£520.00		Village Hall Grant / Hire
Grand Total	£120.52	£4,119.29	£3,998.78		

d) Budget performance 2015/2016

Budget was set at £3534.00 excluding VAT on goods/services, actual expenditure was £339.77 over budget, some related to Clerk's salary for extra hours, some asset purchases made, neither could be foreseen at time of setting budgets.

e) Expenditure Comparison 2015/2016 to 2014/2015

Expenditure for this financial year was down £692.20 on year ending 31st March 2015 in part due to some cost savings achieved and charitable donations was considerably less, again detail on web site.

f) Bank reconciliation, balance sheet

Below is summary of reconciliation, reserves carried forward to next financial year are £4405.70.

A	B	C	D	E	F
Year end 1/4/2015 to 31st March 2016 - Bank reconciliation					
c/fwd prev year	£4,918.45				
			31st March 2016	Bank balances	
	Incomes		Current	£2,558.89	
Precept	£3,300.00		High int	£1,898.24	
Cash + interest	£156.32			£4,457.13	
Clerk payments (salary extra hours only)	-£2,056.25		Cheques o/s		
General payments	-£2,063.04		100254	£8.00	Benyon
VAT recovered	£150.22		100257	£43.43	Stanton
	£4,405.70		Balance	£4,405.70	
Cash, interest, VAT	£306.54				
Income	£3,606.54				
Expenditure	-£4,119.29				
Profit & Loss	-£512.75				

g) Accounting statements / Audit return

Clerk confirmed that the audit documents were now complete and ready to be sent to external auditor. The annual return was far more expansive than the previous year in terms of detail and supporting documentation required by Grant Thornton and took more than 4 hours to complete. Having completed, one observation made by the Clerk was that the auditor may criticise us for not being very specific in our minutes about discussing budgets. This has always been discussed in the financial update section but on reflection the minutes should have been more specific, we do have some evidence of specific discussions and it may satisfy the auditor, only time will tell! Going forward the agenda and minutes will state very specifically Financial and Budget update.

It was unanimously agreed to approve the financial statements and audit return for the year ending 31st March 2016 and resolved that Clerk should submit the accounting statements to the external auditor.

End of AGM

23. Correspondence Updates / General updates from Clerk

Clerk had received notice from OVW that the updated Financial regulations issued by them were withdrawn as some further changes had to be made, Clerk will re-issue once finalised document received and will check our compliance.

Clerk had received advice from OVW that any submissions for motions were to be submitted by noon 21st July; Clerk will remind Council at next meeting.

24. Planning Applications/Updates

P/2016/0247, the certificate had been granted for this application.

P/2016/0168 only update was that Housing Solutions for Powys CC approved the development subject to one unit being under S106 agreement. NRW are still recommending refusal based on flood risk.

25. Highways matters

Clerk to reiterate to highways the issue with explanation of Dolryrhoel Rock.

The village sign for Manafon on the approach from Berriew requires some attention, Clerk to report to highways.

Clerk reported that Amey had carried out repairs to road surrounding water main at Green Acres, was dangerous to cyclists and potential for damage to car wheels. Repairs by Powys CC still need to be made on the brook, Clerk will remind Highways.

The road running through Pantyfyrydd is still in need of attention particularly in respect of stones coming down during/after heavy rain, Clerk confirmed Welshpool highways have this listed as a capital project but could not indicate dates.

Cllr. Benyon reported evidence of fly tipping of waste around area at Lower House Farm, Clerk would report to both Welshpool and Newtown highways and Environment.

There are still complaints about pot holes on Cross Lane and the lane going up to the Glyn, again Clerk will report to highways.

There has been evidence of grass cuttings being deposited into the weir in Manafon, Clerk will arrange with Cllr. Benyon for a laminated notice to advise against this and will report to Powys CC, a notice will also be put in Messenger by Clerk that grass cuttings going into the river are toxic and should be avoided.

Cllr. J. Hall reported that the Community Trail walk was excellent, wild orchids evident and no dog fouling evident.

Cllr. Benyon suggested Clerk gets details on the proposed changes to vehicle taxation and put on web site.

26. Reports from meetings / training attended

Clerk attended a training course for Joomla/Web site management operated by Pavo, was very worthwhile and should enable us to develop and maintain our own web site more readily.

Cllr. J. Davies attended OVW meeting, main thrust was the Older People's Strategy for Wales. The main issues being social participation, diversity, information and advice, learning and activities, healthy ageing, financial resources, energy efficiency and employment, the Clerk will upload some notes to the web site for the community.

27. Financial update from Clerk including budget performance and payments of accounts

Only 1 payment, Clerk travel expenses £8 for Newtown training course. Clerk will provide a copy of financial report and budget performance at next meeting as emphasis had been on closing last financial year off.

It was resolved to authorise payment of £8 to Clerk.

28. Confirmation of date of next meeting

Next meeting will take place Wednesday 1st June @ 1930.

Proposed agenda for meeting if any additional items arise in the meantime these will be added before issuing prior to meeting. Please inform the Clerk of any amendments to minutes above or of any additional agenda items by the latest 28th May so that notice/summons can be issued / published in good time)

Please note: Future dates for OVW Montgomeryshire Area Committee Meetings are as follows:
Wednesday 8th June.

Future dates for SLCC Powys Branch meetings, 7th July Llandrindod Wells

29. Agenda items next meeting

30. Welcome

31. Apologies for absence

32. Declaration of interest

- 33. Minutes of the last meeting**
- 34. Matters arising from minutes / Action Points**
- 35. Correspondence Updates / General updates from Clerk**
- 36. Planning Applications/Updates**
- 37. Highways matters**
- 38. Reports from meetings / training attended**
- 39. Financial update from Clerk including budget comparison and payments to be made and update on external audit**
- 40. Agenda items next meeting**
- 41. Confirmation of date of next meeting**

Meeting closed at 2100 and Chairman thanked everyone for attending.