



Dolgarrog Community Council

# Canolfan Porthllwyd Conwy Road Dolgarrog LL32 8JU

Minutes  
Number

NOV42019

## Agenda

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|--|---|
| 1. Apologies                             | 6. Review Internal Controls: Code Of Conduct  |
| 2. Minutes Of Previous Meeting & Actions | 7. Confirm Standing Orders Received via Email |
| 3. Financial Officer Report              | 8. Discuss Financial Regulations              |
| 4. Correspondence                        | 9. Translation of Minutes to Welsh            |
| 5. Planning Applications:                | 10. Organise Remembrance Sunday               |
|  | 11. Discuss Community Skip                    |
|  | 12. AOB                                       |

## Minutes of Meeting: 4<sup>th</sup> November 2019

<b>In Attendance:</b>	Chairman	David Williams
	Financial Officer:	Gillian Fraser
	Secretary	Eileen Fletcher
	Committee Members:	Albert Hindle, Gareth Jones,
<b>Welcomed Visitor</b>	Committee Members	Councillor Tomas Jones.
<b>Apologies</b>		Neil Davies. Gary Morris,

Note: No Meeting took place in September because of holiday absences.

### 1. Minutes of Previous Meeting: 7<sup>th</sup> October 2019 approved & seconded by GJ/AH

DW	Add to agenda next date for skip hire located in the village to allow plenty of time to advertise: Not discussed at previous meeting ✓ <b>ACTION</b>
EF	To continue to discuss code of conduct. DW to bring this with him at all meetings
DW	To add to next Agenda ✓ <b>ACTION</b>
DW	Discussed the damp in the small room and further discussions next meeting
DW	To add to next agenda ✓ <b>ACTION</b>
DW	Add this item to next agenda Financial Regulations ✓ <b>ACTION</b>
DW	Display on the external notice board the conclusion of audit notification. ✓ <b>ACTION</b>
DW	Hedges cut back at Taylor Ave. ✓ <b>ACTION</b>
TJ	Provided apologies in advance of next meeting ✓ <b>ACTION</b>
DW	Update Toilet Block ✚ <b>ACTION</b>
TJ	Discussed his project to manage traffic as part of speed watch scheme and is to update next meeting • <b>ACTION</b>
	Community Councillors signed and dated a declaration
ND	<b>ACTION those CC not in attendance to ensure declaration by signature added</b>
GF	<b>ACTION to provide declaration document each meeting until all signed</b>
DW	Add refurbishment of Rooms on next agenda until discussed fully • <b>ACTION</b>

### **3. Finance**

GF	Discussed the account balance
ALL	Agreed
GF	Confirmed she emails Tracey the spreadsheet for the website continuously
<b>Public Notice:</b>	Audit book can be viewed at any time by appointment with Chairman or Financial Officer
	Invoices passed to GF
	✚ Use of The room during election day
	✚ Grant CCBC
	✚ Pottles Plants

### **4. Correspondence**

Incoming mail received and noted:

Letter	Guto Bebb	A Priviledge to serve thank you to all
Letter	CCBC	Room Booking
Letter	CCBC	Meeting Notice
Letter	CCBC	Rate Relief Notification
Email	ND	Apology Notice
Email	Pennaeth Dyffryn	Re; Remembrance Sunday

### **5. Planning Applications**

DW                      No Planning Applications to discuss

### **6. Review of Internal Controls: Code of Conduct**

EF                      Discussed General Provisions Item 4

### **7. Confirmation: Receipt of Updated Sanding Orders**

All                      Confirmed received by email.

### **8. Discuss Financial Regulations**

All                      Discussed the term and procedures for “procurement” and agreed that we are meeting the compliance regards to procurement and financial controls by:

- ✚ Place tenders on notice board
- ✚ Tenders remain advertised for 2 weeks
- ✚ All discuss the tenders
- ✚ All agree to the contract
- ✚ All agree to the cost, delivery and action

### **9. Translation of Welsh Minutes**

ALL                      Agreed minutes in Welsh to continue biannually. DW confirmed October minutes in Welsh and sent to our web master. DW to forward everyone the minutes in Welsh for records.

DW                      **ACTION**

### **10. Remembrance Sunday**

DW                      Confirmed the arrangements and preparations completed for Sunday 10<sup>th</sup> November

- ✚ Site ready
- ✚ Refreshments organised
- ✚ 10.45 at Cenotaph
- ✚ 10.15 at the Church

**11. Discuss Community Skip: Next Date**

All                      Agreed in favour for the next date to be Tuesday 7<sup>th</sup> January. DW to advertise in  
December on the notice board, on our web site and in the minutes next month  
DW                      **ACTION**

**9. AOB**

ALL                      Nothing to discuss

DW                      Closed the meeting.

**Next meeting:                      Meeting: 2<sup>nd</sup> December 2019 at 6:30**

<b><u>Proposer Name</u></b>	<b><u>Signature</u></b>	<b><u>Date</u></b>
<b><u>Seconder Name</u></b>	<b><u>Signature</u></b>	<b><u>Date</u></b>