



Dolgarrog Community Council

Canolfan Porthllwyd Conwy Road Dolgarrog LL32 8JU

Minutes
Number

OCT72019

Agenda

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|------------------------------------------|------------------------------------|
| 1. Apologies | 6. Review: Recommendations: BDO |
| 2. Minutes Of Previous Meeting & Actions | 7. Set Up Policy: Standing Orders |
| 3. Financial Officer Report | 8. Amend & Adopt Standing Orders |
| 4. Correspondence | 9. Update on Fire Escape |
| 5. Planning Applications: | 10. Review Litter Picking Event |
| | 11. Discuss Refurbishment of Rooms |
| | 12. AOB |

Minutes of Meeting: 7th October 2019

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

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

1. Minutes of Previous Meeting: 5th August 2019 approved & seconded by GJ/AH

TJ	Contact Tesco to request donations for refreshments ✓ ACTION
DW	To review August minutes for Welsh ✓ ACTION
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 • ACTION
EF	To continue to discuss code of conduct. DW to bring this with him at all meetings
DW	To add to next Agenda • ACTION
DW	Discussed the damp in the small room and further discussions next meeting
DW	To add to next agenda • ACTION
TJ	Discussed his project to manage traffic as part of speed watch scheme and is to update next meeting • ACTION

3. Finance

GF	Discussed the account balance
ALL	Agreed
GF	Confirmed she emails Tracey the spreadsheet for the website continuously
Public Notice:	<u>Audit book can be viewed at any time by appointment with Chairman or Financial Officer</u>
GF	Advised all that a £150.00 cheque not cashed had been written off

4. Correspondence

Incoming mail received and noted:

Leaflet	URD:	Childrens Activities
Letter	SNP:	Invitation to next meeting
Email	EDUC:	Invitation 3 x Governors
Letter	Zurich:	Insurance Due
Email	Iona Edwards	Re: BDO
Letter	HSBC:	Banking
Letter	One Voice Wales	Financial Regulations List
Letter	NALC:	Standing Orders
Letter	BDO	Audit Documents

5. Planning Applications

DW No Planning Applications to discuss

6. Review of Recommendations from BDO

DW Discussed and reviewed the recommendations from BDO which was incorporated into agenda 7.

7. Set up Policy for Procurement in Standing Orders

a) Standing Orders:

Addressed and adopted by community Councillors in attendance, signed and dated a declaration created for the purpose of authentication.

ND **ACTION those CC not in attendance to ensure declaration by signature added**

GF **ACTION to provide declaration document each meeting until all signed**

b) Financial Regulations

DW **ACTION** to add this item to next agenda

8. Amend & Adopt Standing Orders

All Agreed to adopt and conform to regulations by signing a declaration.

DW/EF/GF To meet to review the BDO recommendations.

DW As part of the audit requirements DW discussed the completion of the audit with the council producing the completed audit document for everyone to observe, discuss and comment on any item.

All Agreed with the report verbally as an acknowledgement as true.

DW Discussed again how the £150.00 cheque which was an anomaly in the final figures and was an underspend capital income item not found by the council. CC was assisted by Iona Williams who confirmed the cheque not cashed.

DW **ACTION** to display on the external notice board the conclusion of audit notification.

9. Update on Fire Escape

ALL Observed progress and noted all good and slowly moving forward

10. Review Litter Picking Event

All Agreed the success and would like the even to take place again.

11. Discuss Refurbishment of Rooms

All Agreed in favour of refurbishment and this item to be put on next agenda until discussed fully
DW **ACTION**

9. AOB

GJ Discussed the hedges requiring a cut back located at Taylor Avenue
DW **ACTION** Contact CCBC

TJ Provided apologies in advance of next meeting
EF **ACTION** add to next minutes

GM Discussed blocked grids in and around various areas within the village
DW **ACTION** to contact CCBC

ALL Discussed the Toilet block: Next stage
DW **ACTION** to contact S. Teale to request information regards to forward plans.

DW Closed the meeting.

Next meeting: **Meeting: 4th November 2019 at 6:30**

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