

# Cyngor Cymuned COEDPOETH Community Council

Minutes of the Full Council Meeting held in The Old Carnegie Library at 19.30  
on Tuesday 24 November 2009

**Councillors present:** Michael Dixon (Chair), Karl Woodward (Vice Chair), Derek Unwin, Phil Wilson, Steven Lee, Mandy Bostwick, Carol Williams, George Williams, Carol Edwards, Mike Whitby, Madge Nelson, George Price

**In attendance:** John Marchant, Jeanette Blackford, Shaun Evans

		Action
1.	<b>Apologies for absence</b> Beatrice Williams	
2.	<b>Minutes of the full council meeting held on Tuesday 20 October 2009.</b> That they be accepted and signed as a true record was proposed by Cllr Mike Whitby and seconded by Cllr Steven Lee. Approved by the Council and signed by the Chairman	
3.	<b>Minutes of Finance &amp; Planning Meeting, held Tuesday 3 November 2009</b> That they be accepted and signed as a true record was proposed by Counsellor Derek Unwin and seconded by Councillor Mike Whitby. Approved by the Council and signed by the Chairman	
4.	<b>Matters Arising</b> Cllr Mrs M Bostwick advised that the tax fine and VAT demand were not on the agenda. Cllr Derek Unwin advised that he had attended the meeting.	
5.	<b>Chairman's Report</b> The Chairman went through his report in detail and fully briefed councillors on all aspects of the Chairman's Report. Councillors raised questions as and when appropriate; which were fielded by the chairman.	
5a.	<b>New Banking Arrangements</b> The Chairman explained the need for secure web access to bank A/C. He advised that a temporary admin assistant, Patricia Jones, had started on 24/11/2009	
6.	<b>Walkers are Welcome</b> <b>Unplanned Introduced Item</b> The Walkers are Welcome movement requested formal support with (i) Acknowledge formal receipt of petition (ii) Financial support from the council, in the sum of £20 Joining fee Proposed by Cllr Derek Unwin and seconded by Cllr Mrs M Bostwick	

# Cyngor Cymuned COEDPOETH Community Council

Minutes of the Full Council Meeting held in The Old Carnegie Library at 19.30  
on Tuesday 24 November 2009

7.	<p>the council approved. (iii) That the Council offer formal support to Walkers are Welcome was proposed by Cllr Mrs C Williams and seconded by Cllr Mrs C Edwards. The Council approved.</p> <p>Detailed Proposal: Mrs J Blackford undertook to identify costs and expenses with a view to applying for support from the Council. The Chairman thanked John Marchant, Jeanette Blackford and Shaun Evans for their attendance and input.</p>	
8.	<p><b>Bank Mandate</b> The chair discussed the requirements for the new bank mandate (i) Signatories (ii) Internet (read only) access (iii) Confidentiality of salary payments Web access to bank A/C for chairman was proposed by Cllr Mike Whitby and seconded by Cllr Phil Wilson. The Council approved.</p>	
9.	<p><b>Action Points</b> These would be reviewed for the next meeting. Progress had not been made as hoped but Action Points would be brought up to date.</p>	
10.	<p><b>Urgent Invoices to be paid</b> These included overdue superannuation payments to Shire Hall, the internal Auditor's bill and other suppliers as listed in the appended schedule. The chair went through the list of invoices which were requested to be paid urgently and could not wait until the next finance and planning meeting. That the list of outstanding invoices be paid without further delay was proposed by Cllr Mrs M Bostwick and seconded by Cllr Derek Unwin. The Council approved.</p>	
11.	<p><b>Matt O'Keefe Plumbing and Heating</b> That the £260 invoice including VAT, for urgent repairs to the Cemetery Lodge domestic hot water system, be approved for payment was proposed by Cllr Mrs M Nelson and seconded by Cllr Mrs C Edwards. The Council approved.</p>	
12.	<p><b>Testing of Cemetery Lodge</b> Gas and safety check. This was way outstanding and needed urgent action.</p> <p><b>Action Point</b> To verify when the Cemetery Lodge was last tested for gas. M.D</p>	
	<p><b>Planning Applications (Royal Oak Inn Fencing)</b></p>	

# Cyngor Cymuned COEDPOETH Community Council

Minutes of the Full Council Meeting held in The Old Carnegie Library at 19.30  
on Tuesday 24 November 2009

<p>13.</p>	<p>Increase in height of fence From 1.2m to 1.8m (in retrospect) Discussions ensued in relation to:- (i) Replace yet another (ii) Temp structure? (iii) Extension for further temp but limited period 28/02/2010 (iiii) What is proposed for this building, internally externally for this building (v) Will Wrexham Council planning department allow the building to be undertaken and then approved. (vi) Pedestrian egress and access. M.D</p>	
<p>14.</p>	<p><b>Wrexham TCC Forum Consultation</b></p> <p>Councillor Mike Whitby outlined his paper analysing the Wrexham T.C.C Forum and gave a detailed critique (in summary). The summary dealt with issues from the Full-Report which encompassed some 84 pages and 35 recommendations. The Council response should not be misrepresented and should cater for the majority of the community which the Council serves; but should not be excused and excluded from Council Services. Proposal to submit the paper prepared by M.W (which takes account) of potential adjustments to the response Wrexham TCC. Councillors to respond to M.W, G.W, M.D, M.B. <b>Responses to be made by 6.00 pm 26/11/2009.</b> That the final version of the submission document to be approved by the chair as the formal response to Wrexham Council was proposed by Councillor Karl Woodward and seconded by Councillor Mrs C. Edwards. The Council approved.</p>	
<p>15.</p>	<p><b>Four Year Plan</b></p> <p>Cllr George Williams delivered an oral presentation of the code responsibilities and duties of Councillors. Idea Behind 4 Year Plan To support the clerk and staff of the Council. This has not been happening particularly with the admin committee and the training of the clerk. Cllr Mrs M Bostwick made several points in response to the points raised by Cllr G Williams Cllr Mike Whitby wanted to get to the source of any potential or actual rumour or gossip which may be circulating the village. The Chairman explained several points in relation to the Internal Auditors; External Auditors; customs and revenue etc. Cllr Mrs M Bostwick explained several points in relation to the problems which have been encountered with very serious issues which need to be addressed immediately.</p>	

# Cyngor Cymuned COEDPOETH Community Council

Minutes of the Full Council Meeting held in The Old Carnegie Library at 19.30  
on Tuesday 24 November 2009

	<p><b>Staffing Issues</b> Temporary measures in place take into account the retirement of the clerk.</p> <p><b>Panel To Establish</b> Job description Person specification Hours and responsibilities Tasks which have omitted to be formed Proper admin procedures Efficient working practices</p> <p><b>Finance</b> Book-Keeper to be asked to produce Statement of Account. Full set of A/C's (2008-2009) to be provided to Councillors, together with a statement of income and expenditure for the year to date. MD</p> <p><b>Office Concerns</b> M.B offered an appraisal of current problems which had been encountered within the office. Also about concerns with the working practices within the office and issues relating to staffing issues. Landlords Certificate for gas supply. M.D</p> <p><b>15a. Staffing Panel</b> It was discussed the previous ICAC members would be requested to join the staffing panel. But no decision was taken or proposal was made.</p> <p><b>16.</b></p> <p><b>Cemetery Report</b> Conifer trees to be cut back. Two more quotations to be obtained. M.N</p> <p><b>17. Building Report</b> An emergency repair was made to the roof of the Council premises and that this has been repaired by Stan Jones. M.W – There are problems in arranging time to meet with members of staff. M.D Suggested paying staff overtime to attend staff meetings.</p> <p><b>Date and Time of the Next Meeting</b> Finance &amp; Planning: Tuesday 1 December 2009 at 19.00 in The Old Carnegie Library. Proposal that the next meeting be a joint Full Council and Finance and Planning Meeting. Cllr D Unwin Proposed Cllr G Price Seconded</p> <p>The meeting closed at 9:45 p.m</p>	
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--