

Cyngor Cymuned COEDPOETH Community Council

Minutes of the Full Council Meeting held in The Old Carnegie Library at 19.30
on Tuesday 16 February 2010

Present: Karl Woodward (Chair) (Vice - Chairman) Beatrice Williams, George Price, Mandy Bostwick, Carol Williams, George Williams, Derek Unwin, Stephen Lee

		Action
1	Apologies for absence Michael Dixon (Chairman); Mike Whitby, Phil Wilson, Madge Nelson, Mark Davies	
2	Minutes of previous meeting(s) Cllr George Price requested that amendments be made to two points in the minutes of the previous meeting - 2 February 2010. They were under paragraph 8. The Vice - Chair manually amended the minutes; which will be re-typed before publication on the council's web site. Proposed: Cllr George Price Seconded: Cllr Mandy Bostwick	
3	Chairman's Report The Chairman's report was noted and Cllrs raised issues for discussion. Cllr Mandy Bostwick raised the issue of the Burial Records for the Cemetery and that Cllrs are to work along with Allan Lloyd to sort out all the documentation. Cllr George Williams raised the issue of "Canslo Carbon Coedpoeth" and suggested writing a letter of support. Proposed: Cllr George Williams Seconded: Mandy Bostwick For: Unanimous	
4	Action Points At the last meeting a fireproof filing cabinet for the clerk's office was mentioned to store personal documents. The Chairman has had three quotes for a fire proof safe and Safe International was the cheapest at £695 plus VAT. Cllr George Williams raised the issue of when he approached the subject of a fireproof safe 18 months ago, it was rejected. Cllr George Price proposed to go ahead and buy one. (See item 10)	

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	<p>Proposed: Cllr George Williams Seconded: Cllr Mandy Bostwick For: Unanimous</p> <p>The Chairman has written a letter of condolence to Cllr Madge Nelson for the sad loss of her son.</p> <p>The Chairman will write a letter of condolence to Cllr Phil Wilson.</p> <p>Cllr George Price raised the issue of making a donation of £25 to the collection in memory of the late Mrs Wilson (late mother of Cllr Phil Wilson).</p>	
5	<p>Proposed: Cllr Mandy Bostwick Seconded: Cllr Beatrice Williams For: Unanimous</p> <p>Finance Report, including bills to be paid</p> <p>The Vice - Chair explained the list of invoices to be paid for the Council.</p> <p>Cllr Derek Unwin raised the issue of the £5,000 to set up the new accounts with Unity Trust Bank.</p> <p>Cllr Derek Unwin raised the issue of not receiving his Unity Trust Banking Form.</p> <p>Cllr George Price raised the issue that he would vote against opening the Bank Account with £5,000.</p> <p>Cllr George Price also said the Post Office had never heard of the Unity Trust Bank.</p> <p>All bills approved except the £5,000.</p>	MD MD
6	<p>Proposed: Cllr Beatrice Williams Seconded: Cllr George Price</p> <p>Planning</p> <p>14 Smelt Road Coedpoeth (Alteration)</p> <p>No objections or comment.</p>	
7	<p>That Alan Owens & Shaun Evans should develop the Council Website</p> <p>The Vice – Chairman raised the issue of Alan Owens and Shaun Evans Creating our new web site. Shaun Evans is a young man from the</p>	

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	<p>village, and working along side of Alan Owens it will build up his computer skills.</p> <p>Cllr Mandy Bostwick said its an excellent idea to have our web site up and running with the minutes, maps etc.</p> <p>Proposed: Cllr George Williams Seconded: Cllr Mandy Bostwick For: Unanimous</p>	
8	<p>Editing and preparation of Draft Minutes</p> <p>Cllr George Price raised the issue of why do the minutes go from the clerk to the Chairman to be edited.</p> <p>The Vice – Chairman explained it is a bit of a learning curve and also to make sure that the minutes are in the right tone before they are agreed and signed.</p>	
9	<p>Change Procedures</p> <p>The Vice – Chairman raised the issue of the Council changing its procedures so that all Council meetings should be Full Council meetings, rather than alternative committee meetings as at present. The reason for this is to keep things fresher in our minds.</p> <p>Cllr George Williams thinks we should go ahead with this but, review the situation in 6 months time.</p> <p>Cllr Derek Unwin raised the issue that we don't have Councillors' Reports on a full Council meeting.</p> <p>Cllr George Price suggested having Council reports every other meeting.</p> <p>To be reviewed by the end of October 2010.</p> <p>Proposed: Cllr George Williams Seconded: Cllr Beatrice Williams For: Unanimous</p> <p>Cllr George Price proposed care be taken that Councillors' Reports are not used as a back door method of adding items to the current agenda and that such items should be deferred to the next meeting.</p> <p>Proposed: Cllr George Price Seconded: Cllr George Williams</p>	
10	<p>Fireproof Filing Cabinet</p>	

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11	<p>The Council will go ahead and buy a fireproof safe to store Cemetery Records and staff personnel documents. As agreed in item 5 above.</p> <p>Correspondence</p> <p>The Vice – Chairman went through the list and outlined the correspondence which had been received since the last meeting.</p>	MD
12	<p>The Chairman to make contact with Juliet McKenzie Re: AVOW (Wrexham Rural Key Fund).</p> <p>Administration Report</p> <p>Cllr Mandy Bostwick raised the issue that at the last meeting she circulated a copy of the clerk's position and is still waiting on feedback to put together the job description.</p> <p>Cllr Mandy Bostwick raised the issue that Richard Oldfield the part-time caretaker had left last week. David Williams had put in an application with good references and was happy to do the 15 hours a week.</p> <p>The Administration Committee had formally interviewed a replacement candidate David Williams, who had already lodged an employment application form with the council. The candidate was found to be acceptable and above the line for employment. The interview Panel was comprised of: Cllrs Mandy Bostwick & Cllr Carol Williams.</p> <p>Cllr George Price asked the question why wasn't the part-time caretaker position advertised.</p> <p>Cllr Mandy Bostwick explained that the Caretaker is going away on holiday soon and there was no time to advertise the position and also train. Also David Williams was excellent for the position of part-time caretaker.</p> <p>Cllr Beatrice Williams raised the issue that David Williams is a relative of hers and therefore declared an interest and took no part in the discussions on this issue.</p> <p>Cllr Mandy Bostwick explained training will be required for the part-time caretaker as to how the rooms for hire are to be set out.</p> <p>Cllr Mandy Bostwick raised the issue of the information she sent out for the clerk's position awaiting feedback.</p> <p>Cllr George Williams raised the issue of what do we want the clerk to do as the wages have been outsourced to Wrexham County Borough</p>	MD

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	<p>Date and Time of the Next Meeting Which will be a combined Full Council and Finance and Planning meeting (as proposed in this evening's meeting): Tuesday 2 March 2010 19.30 in The Old Carnegie Library.</p> <p>The meeting closed at 9:50 p.m.</p>	
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