



**Newcastle Higher Community Council  
Cyngor Cymuned Castellnewydd Uwch**

**DRAFT**

**MINUTES OF THE EXTRAORDINARY MEETING OF THE  
FULL COUNCIL HELD HYBRID ONLINE  
2nd August 2023 at 7pm**

**Presiding:** CLLR M FLANAGAN  
**Present:** CLLR H BENNETT                      CLLR M GRIFFITHS  
                  CLLR G HEWITT                    CLLR D HOPKINS  
                  CLLR J KEMBLE                        CLLR B MORGAN

In attendance: No members of the public were present.

**68/24 Apologies for absence**

Cllrs. Barker, Botterill, Brown, Gebbie, Hughes

**69/24 To agree an immediate and temporary administrative arrangement**

It was proposed, seconded and resolved that Cllr Bennett would act in an administrative capacity in the absence of a clerk/RFO or locum.

**70/24 Questions and observations from the public (10 mins)**

None

**71/24 Declarations of interest in accordance with section 51 of the local government act 2000.**

No declarations in relation to the agenda

**72/24 Approval of minutes of the AGM held on the 9th of May 2023.**

These were proposed, seconded and agreed as a true record.

**73/24 Approval of minutes of Full Council held on 9th May 2023**

These were proposed, seconded and agreed as a true record.

**74/24 Approval of Minutes of Full Council held on 13th June 2023**

These were proposed, seconded and agreed as a true record.

**75/24h Approval of Minutes of Full Council held on July 11th 2023**

Motion for amendment 16/24 (2) The record to note is that the work is to take two trees out that have ash disease. As amended, these were proposed, seconded and agreed as a true record.

**76/24 To consider matters arising from the Full Council Meeting held on 9 May, June 13 and July 11, 2023**

Matters arising from the minutes were taken under appropriate agenda items.

**77/24 To consider and approve the recommendations of HR committee of 2 Aug 2023**

The Chair of HR reported. Council agreed the Chair's acceptance of the Clerk's resignation and delegated powers to HR committee to run the recruitment and appointment process for a new clerk.

***It was proposed, seconded and resolved to accept the recommendations.***

**78/24 To consider and approve recommendations of the Maintenance Committee.**

The Chair of Maintenance gave a verbal report from the meeting held 1<sup>st</sup> August 2023. Council noted the positive progress being made and thanked the committee. went through the quotes provided and delegated authority to the Maintenance committee to action the works in line with the quotes as discussed.

- Noticeboard in situ, new flag on order, Pleasant View Tree: TPOs checked and work will now progress.
- Hanging baskets 23/24 – Cllr Morgan and Hopkins will lead and look at the tender as next step.
- Aberkenfig Square: Benches to be painted – Councillors volunteered to do the work; it was agreed to purchase appropriate paint locally at Bakers. Cllr Bennett to seek guidance whether this could be done via invoice or via councillors being reimbursed.
- Maintenance work would progress by people working in pairs to take a lead on identified projects or pieces of work to share the workload.
- Aberkenfig square is compacted and requires a mechanical digger. Cllr Brown will be asked to support this project.
- Grit bins – need to confirm areas and purchase what is required. Cllr Gebbie would be asked to link in.
- The Pheasant Field – meeting with contractors to discuss contractual issues.
- Cost of refurbishment of existing benches – quotes being requested.
- Kissing gate removal to improve access – committee is looking for local providers to get quotes and were reminded about CAT money.
- Storage of items such as lights and hanging baskets needs consideration.
- Recommendation: Allotment asbestos: 3 bids received; recommendation was the lowest bid.
- Allotment review. No rent increases this year and work in partnership for next year. Cllr Morgan agreed to be a liaison link unless there was a prejudicial interest to note.

***It was proposed, seconded and resolved to note the report and approve the recommendations.***

**79/24 To consider and approve recommendations of the Wellbeing Committee.**

The wellbeing committee had not met. An NHCC Biodiversity plan was discussed, and it was noted that it was recently discovered through the locum that this was a required document.

***It was proposed, seconded and resolved that the Wellbeing Committee would be responsible for developing the NHCC Biodiversity plan for 23/24***

**80/24 To retrospectively approve 9 payments that were not noted as authorised in the minutes between April 22 and March 23**

The following payments were picked up in the internal audit and presented for retrospective authorisation.

CLr remunerations 7 x £150	£1050
BTC (bin emptying)	£1040
Christmas Lighting	£1019.42

***It was proposed, seconded and resolved to authorise the above noted payments.***

**81/24 To review and approve the annual Return statement and AGAR for 22/23**

The Chair and Deputy and Chair of Audit and Finance drafted the governance statement for full council consideration. In responding to additional disclosures and the Internal Auditors report, it was noted that Council felt it did everything it could to try and drive up standards of governance and performance by scheduling reports, action logs, finance and budget statements and to have them reported regularly and it was noted that Committees had been set up in order to be able to have focused oversight and reduce risk.

***It was proposed, seconded and resolved to approve the annual return and governance statement 22/23 and to publish this.***

**82/24 To note, consider and accept recommendations from the Internal Audit report 2023**

It was felt the IA report was therefore a fair reflection.

***It was proposed, seconded and resolved to accept and act on the internal auditors recommendations.***

**83/24 To confirm arrangements of submitting required information to Audit Wales.**

It was noted Council had missed the 5th July deadline for submission due to circumstances outside its control, and despite the best efforts of Council. The required Audit statement which outlined a delay in the certification and approval of the annual accounts 22/23 had been placed online.

It was resolved that Information will be forwarded to Audit Wales following the meeting, and notice will be placed online, in Aberkenfig Square and Penyfai inviting people to inspect the records as required in law.

**84/24 To note bank reconciliation**

None was presented to the Council, but the Locum Clerk confirmed on email the annual reconciliation matched at year end when completing the annual return statement.

**85/24 (a) Items Paid: List of payments made were Approved.**

Cllr remuneration x2 for 22/23	To be listed on 22/23 stat return	£300.00
Clerk Pay	Redacted	-----
HMRC	PAYE	£16.93
DM Payroll	Payroll services	£60.00
D Davies	maintenance	£200
J Porter	Clerk remuneration	Redacted

**(b) Items To Pay:**

KLK	Internal Audit	225.00
Blake	Maintenance	190.00
Crown GS	Contract	£108.00
Blake	Noticeboard varnish	£65.00
Shield	Asbestos clearance	£1418.72
JV	Tree surgery	1794.00

***It was proposed, seconded and RESOLVED to approve the list of payments above.***

**(c) To approve a list of receipts received**

There were no receipts received for approval.

**86/24 To review and approve 2023 Standing Orders (as provided)**

It was noted that the Finance and Audit committee had been chasing for the updated model documents and these had recently been made available from OVW. There was cross reference against the previous Standing Orders. It was agreed to remove 18d and refer to Financial regs instead.

***With this amendment, It was proposed, seconded and resolved to approve the Standing Orders 2023***

**87/24 To review and approve 2023 Financial Regulations (as provided)**

The regulations presented had taken into account the Internal Auditors recommendations and were presented to Council for approval

***It was proposed, seconded and resolved to approve the Financial regulations***

**88/24 To review and approve the Council's Annual Report 2022/23**

This had previously been presented by the outgoing Chair and deferred pending the annual accounts and training review being added. These have now been included in the report.

***It was proposed, seconded and RESOLVED to accept the Annual Report and publish online***

**89/24 To note correspondence.**

- A list of correspondence was provided:
- The local development Plan -MAC (Matters Arising Changes) consultation
- OVW Training certificates since June 2022 provided to Councillors
- Forward OVW training programme circulated
- OVW Climate Change guide and area meeting information (circulated)
- Shared Regulatory services (SRS/Env. Health) re land in Mount Pleasant
- Cllr Tim Thomas re 2024 play scheme
- Correspondence between Cllr Hopkins and Crown Garden Services

**90/24 To consider urgent items agreed by the Chair**

Cllr Bennett to contact KLG locum to ask if she will help get our accounts from April 2023 up to date and in order. Review locu arrangements once closing date for clerk has passed.

**91/24 Date of Next meeting/s**

Full Council	Tuesday Sept 12	6.30pm
Maintenance Committee	Tbc	
HR Committee	August	
Wellbeing Committee	21 <sup>st</sup> August	Pm tbc
Finance and Audit Committee	Tbc	

The meeting closed at 20.15pm