

# Pentir Community Council

A Virtual meeting of the Finance Sub-committee will be held at 7.00pm on Wednesday 7th  
October 2020

## Agenda

Present

Apologies

Code of Conduct

Minutes of last Meeting 02-09-2020

Matters arising from the minutes

Financial Report

External Auditors

New Applications

- Ysgol Feithrin Penrhos

Payments requiring attention

DW Lewis      Grass cutting September      £800.00

Salary and Income Tax      October

Receipts      4 funerals held in September/October

Also for discussion

- Risk Assessment
- Update Ysgol y Faenol Project

Projects requiring attention

Caerhun Playing Field  
Lane towards Glasinfryn Centre  
Additional Defibs  
Gardener for the Flower planters

**Virtual meeting of the Finance Sub-committee on Wednesday 2nd September 2020  
at 7.00pm.**

**Minutes**

Present Cllr L A James (Chair) , Cllr D Jones-Morris and Cllr B Jones

Apologies Cllr J Pierce and Cllr D W Jones

Code of Conduct Everyone was reminded of the Code of conduct and if anyone needed to declare an interest then they would need to do so verbally tonight so that the Clerk could record it  
No Declaration of Interest

Minutes of the last Meeting 26-02-2020. Whilst the minutes would have been circulated to the Full Council following the Annual Meeting in July, they had not been officially accepted. Cllr E Jones proposed and Cllr D Jones-Morris seconded

Matters arising from the minutes Due to Covid 19, 6 months had passed since the last meeting but it was noted that the Risk Assessment needed updating now to cover the pandemic.  
The intention at the March Finance Sub-committee was to address action points but the meeting wasn't held. Our position as a Council and our duties in respect of the two Community Centres under our management were discussed.

While the Penrhos Centre had been open to the Ambulance Service for some time and the necessary tests had been carried out, Weightwatchers was the only other body that had started meeting there – only weighing individuals with a one way system in operation.

The Committee had carried out a risk assessment itself and received risk assessments from users as well as ensuring that it retains the name and contact number of each user

Glasinfryn Centre has not reopened

It was suggested that the Council collaborates with the committees of the two centres

It was noted that Wynne Construction had installed a security fence which prevented an escape route from one of the fire doors at the Centre and had also widened the access from the road which meant that it was not possible to close the gate to the main road

Suggested that the fire assembly point be moved to the far corner of the lawn

Financial Report A current financial balance sheet was circulated showing £47,932.59 in the Current Account and £25,036.06 in the Deposit Account.

The 2nd part of the Precept, £25K, had been received and £10K transferred to the deposit account during the month

External Auditors

The Clerk had sent everything necessary to BDO but had heard nothing back

New Applications

- Ysgol Tryfan
- Alaw Cancer and Haematology Appeal Group
- Eisteddfod Gadeiriol Dyffryn Ogwen
- Llais Ogwan

Apart from the Llais Ogwan application the other three were received before lockdown and Llais Ogwan had sent the same financial balance sheet as the one received from them 9 months ago

The Clerk to contact Ysgol Tryfan and Eisteddfod Dyffryn Ogwen to explain why there had been no response and enquiring as to their current position as this year's Eisteddfod had been postponed

Payments made during August The Clerk explained why 5 payments had been made to HMRC and the other payments

H M R C April – May – June – July and August D W Leigh Grass cutting July  
Salary Month 5 August Deposit Account Transfer £10K

It was agreed to recommend the following payments

DW Lewis Grass cutting August £685.00  
Clerk's costs one cheque to pay for the ink and paper £74.98 plus postage of £7.50 One Cheque for a total of £82.48  
Image SSL £ 70.85

The second part of the Precept was received £25K

Also for discussion

- Changing the Clerk's Salary Scales – The Clerk shared the information that had been received; a leaflet showing changes to Clerk salaries nationally. At salary level point 23 the scale changes from £14.03 to £14.42. A salary rise of 39p per hour
  - **The Chair to liaise with the accountants who calculate the salary on our behalf**
- HMRC - PAYE - A further warning from HMRC that we have PAYE credit of £14,561.12 This is because HMRC transferred this amount to our account in March 2019 in error and although the amount was passed back by HSBC a week later they have clearly passed it on to PAYE rather than VAT
  - The Clerk to contact HMRC again
- Risk Assessment – Prior to Lockdown it was intended that the Finance Sub-committee would look at the council's risk assessment Register and go through the action points that had been identified. This had not been done but in addition it will now be necessary to revisit the register and adapt it to cover Covid19. We discussed our role in supporting the management committees of our two Community Centres and ensuring that those committees follow the appropriate guidelines
- Ysgol y Faenol Project Update – The project had now commenced but concerns had been expressed regarding fencing installed at the rear of the existing Centre which restricts the ability to escape should a fire break out at the centre and also that security needs to be ensured at the entrance gate which has been widened, since the fire assembly point is located there. Suggest that consideration be given to moving the assembly point to the other end of the lawn. The Chair to liaise with the Project Manager at Gwynedd Council

Projects requiring attention Caerhun Playing Field Following a RoSPA inspection it was noted that no High Risk elements had been identified but that there was wear and tear on the swing chains and that there were gaps between some of the safety tiles on the floor. Two issues identified in 2018 and 2019. Because of this the Clerk was asked to seek an estimate to address both issues.

The lane towards Glasinfryn Centre Cllr M Baines had received a complaint regarding the condition of this road and the Council looked at the site back in 2014 but for whatever reason had decided not to take action at the time. The Clerk to start making enquiries with Gamlin as there was a reference in Council minutes October 2014 and a letter had been sent to Gamlins by a former clerk but nothing to confirm that a response had been received

Nant y Mownt Shelter As the complaint asking for the shelter to be moved slightly higher up on the grass was received at the last minute it had not been possible to obtain permission or have a site meeting due to Covid 19

Additional Defibs Recommend that we consider new locations and also recommend that we install the one for Glasinfryn on a pole like the other 4. The Councillors to consider locations - one suggestion was in the vicinity of Rhos Estate

Gardener for the Flower planters – No response had been received from one contractor who had shown an interest although we had arranged an Official Order Book. The Clerk will search for someone else