

MINUTES 6th May, 2020

RHOSSILI COMMUNITY COUNCIL

Council: Chair - Steve Campbell-Kelly (SCK), Vice-Chair - Ian Button (IB), Tom Higgs (TH), Jeff Higgins (JH), Nicola Rees (NR), Sally Thomas (ST) and Steve Walmsley (SW)

Remote Council Meeting, carried out by video conferencing on the internet due to Restrictions on meetings caused by Coronavirus Lockdown.

Attendance: Council: SC-K, IB, JH, ST and SW.

Meeting commenced at 7.00pm

- 1. Apologies:** TH and NR
- 2. Declaration of Interests:** None notified
- 3. Minutes of last Meeting:** Minutes of March's meeting approved; agreed to be signed by IB as Chair on 10/03.
- 4. Matters arising:** IB commented on some of the planning issues from March. 28 days per annum food sale shack in Sound Field on The Vile has been approved; Paviland Manor and Jessamine (Old School) still under consideration.
- 5. Chairman's Items:**

- i)** Rhossili Support Group up-date: SW lead the meeting through the progress made by the Community of Rhossili Support Group (CoRSG) since its inception. There has been no RCC meeting since March so he gave a brief summary of the present position. RCC had asked Isobel Everett to be the co-ordinator of the volunteers to help the community during the present crisis. She had agreed and had set up a core group of volunteers. SW reported that there were queries about insurance cover for the volunteers' activities so he had sought clarification from the RCC's Insurance Company. He reported that the volunteers would be covered by an extension of RCC's policy as RCC had overall oversight of activities and provided input to their strategic direction. This direct link allows RCC to extend its public liability insurance to cover the volunteers' activities. All the core co-ordinator volunteers have signed the RCC Volunteer Policy. All other volunteers have signed up through CoRSG website which makes the volunteer aware that they are RCC volunteers with links to our Volunteers Policy.

Isobel stepped down as co-ordinator (although she is still available as an advisor) and her position as overall co-ordinator is now taken by SW as the representative of RCC. SW "attends" the virtual meetings of the CoRSG core group. He said that RCC should acknowledge the huge contribution made by Isobel in setting up and organising the support group. He also thought there would be a need for community support due to Covid-19, and a reliance on the support group volunteers to continue working assisting our community, for some considerable time. All agreed. **SC-K proposed that the Minutes should show the appreciation and thanks of RCC for Isobel's work, and for the committed support of all the volunteers in helping villagers at this difficult time. Seconded by JH. Unanimous approval.**

It was noted that the last Mailchimp sent around the village had included special thanks for the work of all the members of the community who had come forward to help.

- ii) Future Meetings: At the moment there is no information on when Meetings can begin to take place as previously. All Councillors are aware that there should be public access to any meetings of RCC and there followed a discussion as to how that duty or requirement might be carried out. WAG Regulations for the present crisis stipulate that draft Minutes of any meetings should be placed on Noticeboards and the RCC Website as soon as possible after the meeting. It was felt that Residents should be encouraged to give feedback to Councillors and The Clerk via email so that opinions and comments could be taken into account for future meetings. After discussion of various proposals **SW put forward the suggestion that RCC organise a weekly Remote Meeting on each Tuesday at 7.00pm**, with a one-subject Agenda (Free Video conferencing such as this meeting is limited to 40minutes) if necessary. Residents will be encouraged to put forward comments on a regular basis, so that important items can be discussed. **The proposal was seconded by ST and approved unanimously.** If there are no issues to be raised The Clerk will cancel the meeting.

6. **Council Membership:** SW and JH had intimated in previous meetings that it was their intention to resign from RCC at the 2020 AGM in May. However, they have been unable to tender their resignations as there has been no AGM and have agreed to continue serving as Councillors for the time-being.

7. **Finance:**

- i) SW gave report on the present financial position. Balance is £2445.91
- ii) SW then went on to present the End of Year Report. He went through every entry on the Annual Return for the Year Ended 31 March 2020' form for submission, explaining each requirement. He also gave details of the variations in the totals for each section of the form between the current and the previous return. Any variation greater than 10% has to be explained in the return. The opening balance in April 2019 was £3,293 and the closing balance was £2,396. This means our reserves have reduced by £897 due to the purchase of new noticeboards and replacement of our obsolete laptop.
- iii) He explained that there had been a problem with paying in moneys received when he was away or when he was ill and cited two particular examples of a long delay between the date of Minutes identifying a payment and the money being paid into the RCC Account. To address this issue, **SC-K proposed that the Clerk, as the Proper Officer, should have the responsibility of nominating a Councillor (or self) to pay money in promptly, should the Responsible Finance Officer be unable to do so in a timely manner. ST seconded this proposal. Unanimously approved. This to be added to Financial Standing Orders.**
- iv) SW proposed Dai Cann be approached to be the internal Auditor for RCC Accounts. Seconded SC-K and approved. SW said that most of the information was available electronically, which would make things much easier for the audit.

The Virtual Meeting closed at 7.50pm

Date of next Virtual Meeting: 12th May, 2020 at 7.00pm