



RHOSSILI COMMUNITY COUNCIL

Council: Chair – Ian Button (IB), Vice-Chair – Gill Boulding (GB),

Council Members: Tom Higgs (TH), Maggie Kirk (MK), Lesley-Anne Nolan (LAN), Nicola Rees (NR), Sally Thomas (ST)

Acting Clerk/notetaker: MK

Acting Responsible Finance Officer: Steve Walmsley (SW)

Minutes

Rhossili Village Hall and via Zoom

7.15pm Tuesday 11th April 2023

- 1. Attendance:** Councillors – IB, GB, SF, ST, NR, MK, LA-N
Residents – 0
- 2. Apologies:** TH
- 3. Declaration of Interests:** None
- 4. Minutes of last Meeting:** Proposed as a true record by GB, seconded MK.
- 5. Matters arising from previous meeting**

Dealt with on Action list.

6. Finance

6.1. Reports from Responsible Finance Officer (SW):

- 6.1.1. Audited Year End Annual Return for 2020-21 was reported. Audit opinion for this period was qualified. The basis for this was that there had been no written contract of employment for the Clerk as the role initially had been on a voluntary basis (other Community Councils were in a similar position at the time). Members discussed and the reason for qualification was understood and accepted.
- 6.1.2. IB proposed to accept the report, LA-N seconded.
- 6.1.3. Audited Year End Annual Return for 2021-22 reported. Members noted that the Auditor General's report was unqualified.
- 6.1.4. IB proposed to accept the report, LA-N seconded.
- 6.1.5. Year End Annual Return for 2022-23 was presented. Internal Audit now complete following meeting between SW and John Furneaux. Major changes in this were noted as being to the administration of the Hwb Project grant. Assets have increased from £2,818 to £7,207.71. Reserves at year end are £4,268.30 (pending Audit costs). SW has approached Deryck Evans (Audit Wales) for an explanation of the increase in audit costs.

6.1.6. Information used in producing the annual report for RCC Accounts Year End 2022-23 was presented. Variances and assets were explained. Underspend is due to fall in staff costs following retirement of Clerk.

6.1.7. IB proposed to approve the report, LA-N seconded.

6.1.8. After considering the reports and accepting any recommendations within the documents, members agreed that the Audited Annual accounts for 2020/2021 and 2021/22 be posted on the RCC website. The Audit Notice for 2022/23 and full report is to be published on the RCC website in accordance with Statutory requirements. Members agreed that a charge of £5 would be levied for those wishing to access all back-up information.

Actions: SW to complete the two forms prior to posting; MK to post all relevant notices on RCC website.

6.1.9. SW reminded members that 2023/24 would require a full audit and stressed the importance of accurate minuting.

6.1.10. Members offered grateful thanks to John Furneaux for conducting the internal audit. Members also thanked SW for his work throughout the financial year and particularly in producing the series of reports presented.

6.1.11. The monthly financial report for April 2023 was presented. The increase in monthly bank charges was noted. It was noted that the precept for 2024/25 may have to be increased to cover increased bank and audit costs.

6.1.12. GB proposed that the monthly bank costs for the year 2023/24 be approved. IB seconded.

6.1.13. GB proposed that the Auditor's costs (£340) be approved. IB seconded.

6.1.14. GB proposed that councillor training costs for attendance at Planning Aid Wales conference in March 2023 (£40 each, IB & MK) be approved. NR seconded.

6.2. The Finance and Governance Toolkit – update.

6.2.1. SW reminded members that 2023/24 would require a full audit and stressed the importance of accurate minuting.

6.2.2 SW alerted members to the need to define the RFO role as a discrete post as previously the role has been undertaken by a councillor.

Action: ST to find sample role descriptors.

7. Advertising for Clerk:

Item moved to 7 on agenda whilst RFO still in attendance, with approval from Chair.

7.1. Potential Expression of Interest for role of clerk noted. Importance of continuity of RFO role noted. Discussion around application, need to follow due process. Agreed on letter of application and interview process.

Actions: IB/GB/LA-N to continue monitoring email to May meeting.

8. Annual Council Meeting May 2023

8.1. Discussion about scheduling for May Council Meeting and Annual Council Meeting. RVH availability needs to be checked. Annual Report needs to be completed and approved ahead of ACM (draft outline for Annual Report circulated prior to meeting).

Action: IB to check RVH availability asap.

Action all: To submit relevant information for Annual Report sections to MK asap.

9. Action List- update

The Action list was updated.

10. Length of meeting

10.1. There was discussion about the need for meeting duration to comply with Standing Orders (i.e. 2 hours: Item 3x). The importance of reading documents ahead of meetings was noted. Members were asked to indicate informally that they had received and read such notices.

11. RCC Training – updates on training attended and planned 2023/4

11.1. Two members attended the Planning Aid Wales conference in March 2023. One member also attended the OVW Understanding the Law module.

12. Chairman's Items

12.1. Coronation celebrations: The Chair discussed renewing the benches with National Trust as one possible marker. It was noted that various improvements to the village environment had been proposed via Vocaleyes. No decisions made.

12.2. Glyphosphate spraying: A late request was received from Pennard Community Council for support in opposing the use of biocide spraying by Swansea Council.

Action: All to read the notice and agree response outside of meeting.

12.3. Iron Man event: Late notice was given about details of the Iron Man event in July and seeking feedback from local CCs ahead of a meeting the following day.

Action: GB to provide feedback, welcoming the date earlier in the season but raising concerns that whilst some minor roads would remain open, these were narrow with limited passing places and highly unsuitable for large vehicles and caravans.

13. Planning

No business.

14. Questions or comments from Members of the Public (Invited by Chair)

None

15. Provisional date of next meeting: 9th May 2023

Meeting finished at 21.09