



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), Sue Muddeman (SM)

Clerk/notetaker:

Lauren Walters

Responsible Finance Officer:

Steve Walmsley

Minutes

Rhossili Village Hall and via Zoom

Meeting commenced 7:15pm Tuesday 9th April 2024

1. **Attendance:** IB, GB, MK, LAN, SW & LW
2. **Apologies:** SM & TH
3. **Declaration of Interests:** None
4. **Minutes of last Meeting:** 12/03/2024. Agreed that these were an accurate reflection of the meeting. IB proposed and GB seconded.
5. **5 minutes for the public who are attending meeting to voice any concerns-** none raised
6. **Action List** Was discussed and updated accordingly.

7. Finance

7.1 Receive reports from Finance Officer.

7.1.1. The RFO reported that the reserves at the end of year 2023-24 were £4,971.99p. When compared to the previous financial year, this was an increase in the level of reserves held by RCC. However, due to the 2024-25 budgeted funding shortfall of £941 the reserves would be reduced this financial year.

7.1.2. The current and expected spend reports were considered by RCC members.

The Chair of the meeting signed to indicate the reports had been examined and the expenditure as detailed approved.

7.2. Budget - Income and Expenditure.

7.2.1. The executive decision to pay Jamie King £145 for website hosting and registration of domain names after the March meeting was reported and agreed.

- 7.2.2. The Pitton Cross Caravan Park has purchased 2,000 walking maps on behalf of RCC at a cost of £500. It was agreed that this should be paid. There was also £450 of income from the map sponsors to be transferred to RCC.
- 7.2.3. It was agreed that RCC would pay the £5 per month bank charges levied by HSBC. The Clerk would investigate moving the RCC bank account.
- 7.2.4. The RFO asked that the salary for the Clerk (£279.40 gross per month) be approved for the current financial year. The salary expenditure was agreed.
- 7.2.5. The first tranche of the Precept (£2,166.66) would be paid on the 30/04/2024.
- 7.2.6. The RFO also reported that there was a new email address for queries to Audit Wales about the cost of previous audits. He would use this to try to get clarity regarding the last 3 years audit invoices.

7.3. 2023-24 Year End Audit.

- 7.3.1. **Minute Correction** – the RFO has checked all the minute references for payments in 2023-24. The 09/05/2023 Minute 6.2 should be updated to include the amount agreed for the ZOOM licence (£143.88).
 - 7.3.2. **Newsletter printing payment** – the RFO has written a report explaining why it had not been possible to get 3 quotations for the printing of the Newsletter due to pressure to publish within a tight deadline. This was accepted by the Council. It was also decided to bring the printing deadline forward to give more time to obtain quotes in future years.
 - 7.3.3. **The RCC Annual Return for the Year Ended 31 March 2024** – this had been circulated to all councillors. The RFO went through the return and the spreadsheet that provided the data for inclusion in the report providing clarifications about the figures, variances and the backup information required. The Internal Auditor comments were also examined.
 - 7.3.3.1. **Identified Financial Risk** – the RFO had identified that the handling of cash payments over the financial year had proved problematical. The Internal auditor had been asked to examine all the cash income payments and had found that the actions taken by the council had reduced the risk to an acceptable level.
 - 7.3.3.2. **Variances between financial years** – The RFO explained that, if there was a difference of 15% between the current and previous years' Annual Return totals, the reason for the variance had to be included in the return. This applied to 3 variances this year: 'Staff costs' due to the time it took to hire a new Clerk; 'Other receipts' (income) due to the Hwb grant income in 2023-24 and; 'Other payments' (expenditure) also due to the spend in 2023-24 on the Hwb grant.
- The Annual Return was approved by the Council and signed by the Chair.**
- 7.3.4. **Accepting cash payments** – the RFO advised that the council did not accept payments in cash in the future. All future payments should be made by cheque or bank transfer. This was agreed.

7.3.5. Changes to the RCC Financial Regulations – the updated Financial Regulations were discussed. They had been changed to prohibit RCC from accepting cash payments. The changes were agreed and adopted for the financial year 2024-25.

8. Communications Update

8.1 Hwb/RCC Websites & social media

8.1.1 Maps have been added to the Rhossili Hwb and the gallery framework is waiting to be uploaded.

8.1.2 An advisory meeting was held on 04/04/2024 and it was proposed that the advisory group would meet on an annual basis going forward.

8.1.3 Currently the assets belonging to RCC are not being used. RCC are currently in possession of 2 I pads and 1 tablet. The council discussed on how these devices can be used to benefit the community. RCC would like to be able to loan out the devices on a long term basis to community members. A discussion took place on how RCC could advertise this.

9. Forward Planning

9.1 ACM

The upcoming ACM meeting was discussed and a meeting with the council members will be taking place on 16/04/2024 at 09:00am to discuss 2024's objectives and how they have been/will be met.

9.2 Investment in the village

This will be discussed further at the ACM taking place on 15/05/2024. One of the items put forward is to invest in the bus shelter.

9.3 Biodiversity report

This will be discussed at the ACM. MK put suggested some biodiversity ideas for the village such as: various workshops (build a bug house etc.), an open garden weekend and a book box etc.

9.4 D-Day Update

Currently on track MK organising a meeting with volunteers and is currently deciding on a date for this meeting.

10. Attendance and feedback from outreach meetings

10.1 Swansea area committee meeting – 15/04/2024

IB to attend and represent RCC

10.2 Gower forum meeting – 10/04/2024

IB and TH will be attending this meeting

11. Planning Applications

11.1 [Pilton Moor stable 2024/0446/106](#)

No comments from RCC.

12. Footpaths and Rights of Way

12.1 GB met with SCC's Countryside Access Officer on 05/04/24 and looked at various issues concerning footpaths and rights of way in the village. This included the Rhossili down and the vehicular damage on Pitton Common. Various styles and gates were assessed and marked up for either change or repair.

13. Roads and Pavements – review, comments and action

13.1 Signs at Scurlage have been taken down. RCC are unsure as to why this has happened.

13.2 There are still issues in School Lane to do with sink holes. LAN has spoken with SCC to come and look at the issue, but there has been no response. LAN will chase.

13.3 RCC is currently querying adopted and unadopted roads in Rhossili. RCC will be asking SCC to look into this.

14. National Trust

14.1 GB met with Alison Probert, NT prior to this meeting as they are unable to attend our meetings any more due to time and staff constraints. It is important that we meet with NT prior to every meeting to ensure we are consulted on issues of mutual concern.

14.1.1 Topics Discussed

- i. Very poor state of Rhossili down after the gorse cutting and need to consult with key stakeholders in future prior to work commencing.
- ii. Waste management policy in the car park and surroundings. NT is unhappy with the siting of the council bin opposite the cliff edge when full of rubbish blows onto the cliff. Discussion of future waste management options including no bins (RCC are concerned about the potential outcome of this policy and would oppose it), a recycling centre beside the newly NT adopted toilet block (RCC would support this strongly). NT are hoping to liaise with CCS regarding waste management. RCC want to be included in this conversation.
- iii. Overflow parking was unusable over the Easter weekend and traffic was parked throughout the village. NT had considered cancelling the Easter event but decided to go ahead. NT are considering options for developing a year-round overflow parking facility. RCC want to be consulted on options being considered.

15. Chairs Items

15.1 Bullying and Harassment Policy

Accepted as policy

IB Proposed and GB Seconded

15.2 Nicola Rees has stepped from her position as an RCC Councillor. Everyone at RCC thanks Nicola for her service to RCC and will be presenting her with a gift for her service.

16. Questions and comments from members of the public – none raised.

17. Date of next RCC meeting

17.1 Proposed date 14/05/2024

Meeting ended 9.21 pm