**MINUTES OF HARLECH COMMUNITY COUNCIL MEETING HELD VIRTUALLY THROUGH ZOOM AT 7.30 P.M. ON 11.01.21**

**APOLOGIES**

Cllr. Freya Bentham (Vice Chairman) .

**PRESENT**

Cllrs. Huw Jones (Chairman), Ceri Griffith, Gordon Howie, Wendy Williams, Thomas Mort, Martin Hughes, Sian Roberts, Edwina Evans, Rhian Corps, Tegid John, Joe Patton.

Before the start of the official Council meeting a presentation was given by Cllr. Joe Patton regarding what he had been doing with “ Community Safety and Disabled Access to Harlech Beach”. Because this meeting was been held over zoom the Clerk sent the slides together with a copy of the presentation to every Member. Cllr. Patton was thanked for an interesting presentation and it was unanimously agreed that there was a need to clear a considerable amount of sand so as to gain better access to the beach. Cllr. Joe Patton stated that he would be following what he has been doing up with the relevant Public Bodies.

**MINUTES**

The minutes of the meeting held on December 7th 2020 were found to be correct.

Cllr. Martin Hughes stated that he was of the opinion that the owners of Y Grocer had asked for the waiting time on the road under the Church to be reduced to one hour and not half an hour. It was stated that it was half an hour they had asked for and that the Council had supported their application.

Cllr. Tegid John asked what would happen to the proposed houses that are suppose to be built under Noddfa if the use of holiday accommodation came to an end. The Clerk stated that she would keep an eye on the application and see if a 106 Agreement would be put on them as a condition.

**DECLARATION OF INTEREST**

Nobody had any declaration of interst to make.

**MATTERS ARISING**

**Budget Plan**

Copies showing the differences between the expenditure that had been made up to the 31st December 2020 since the beginning of April 2020 and what had been earmarked on the budget plan up to the end of December was given to every member. It was reported that the Council had spent £57,029.92 since the start of the new financial year and this was £6,927.26 less expenditure than what was earmarked in the budget for the year. The members went through the different expenditures that had been made and the differences that were on the business plan individually.

**Council’s Budget for 2021/22**

The Treasurer gave each member a copy of the Council’s accounts up to the year ending 31st December 2020 so that they could see what the financial situation was like. A discussion took place and it was decided that an estimate of the following costs were going to be with the Council during the next financial year - Council’s insurance £2,000, Clerk’s wages £2,200, Clerk’s expenses £1,800 , office expenses £500, tax on Clerk’s wages £440, Clerk’s Accountant £192, donations £5,000, Harlech & Ardudwy Leisure £20,285.90, Memorial Hall committee £2,000, Old Library committee £2,000, cemetery costs £3,500, grass cutting of the cemetery £2,000, grass cutting of the footpaths £2,500, grass cutting King George playing field £1,000, Bron y Graig Nature Trail £2,000, Welsh Water £40, salt bins £400, christmas lights £2,000, benches £1,000, emptying litter bins in playing fields £1,000, run and upkeep of toilets

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by Memorial Hall £8,000, contribution to keep public toilets open £10,000, One Voice Wales £300, rent meeting room £143, inspection of play parks £300, Council’s website £120, tennis court rates £120, auditors £600, sundries £1,000, upkeep of various items £500, Chairman’s Account £100. Iit was made known that there was a request from the Old Library Committee and the Memorial Hall Committee asking to raise the amount of the donation they receive from the Council. It was agreed because the donation had not been increased for over 10 years, that the Council raise the amount given to each of the two places to £2,000 a year and everybody agreed to this.

**Council’s Precept for 2021/22**

A letter was received from Gwynedd Council with regard to the above. After disgussing the budget and foreseeing what the Council’s expenditure will be for the forthcoming financial year, it was decided to keep the precept at £70,000.

**Council’s Risk Assessment Policy.**

Copies of the above was given to each member that was present and every item on it was discussed individuall. It was decided to accept this policy. The Clerk stated that Cllr. Joe Patton had informed her that he was willing to carry out a monthly inspection of King George and Llyn y Felin playing fields and report back to the Council. This offer was accepted with gratitude.

**Efficient Internal Control**

The above was discussed in lenght again this year and it was agreed that the present arrangement is acceptable where the Treasurer gives a financial report along with a copy of the Council’s bank reconciliation to the Members every month and also minutes the payment and receipts that are made together with the financial situation every month.

**Independant Renumeration Panel**

The Clerk reported that a form had to be signed by every Councillor again this year with regard to the above. There is a need to list every rule that is been adopted in the Council minutes and if a payment rule regarding costs is been adopted the Councillors that DO NOT claim expenses sign the form declaring this. After a discussion it was agreed to adopt the payments rule regarding costs again this year and it was agreed that everybody that wanted to claim costs would do so but it was important that everybody return the form back to the Clerk once it was completed.

**Harlech Community Forum**

No report was received by Cllr. Freya Bentham with regard to the above Forum.

**Defribillator**

Cllr. Sian Roberts made it known that she has still not heard from CADW with regard to placing one of the above by the visitors centre near the Castle. It was agreed, if the phone had been removed from the kiosk by Engedi Chapel, that the Clerk contacts Mr. Tomos Hughes from Welsh Ambulance so as to place one in the said kiosk and also in Morfa Garage.

**Bron y Graig Nature Trail**

The Clerk reported that she had spoken with Gwen Evans, Community Support Officer for Meirionnydd outlining the work that needed to be carried out on the above path but she had not come back to her since. The Chairman made it known that Mr.Meirion Evans would be starting wrok on the above path’s bridge in March. Cllr. Martin Hughes voiced concern that the middle part of the path needed attention and it was agreed to look into this.

**Harlech Post Office**

Cllr. Martin Hughes reported that he had been informed by the owners of Wilderness that they had been approved to take over the post office there but the problem was that the post office did not have the funds to purchase the necessary equipment. It was agreed that the Clerk would contact Cllr. Freya Bentham with regard to this and ask her to look into the matter.

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**Gwynedd Council Matters**

No report was received from Cllr. Freya Bentham on matters relating to Gwynedd Council.

**PLANNING APPLICATIONS**

**Erection of detached two storey dwelling & garage (Open market) 68 Cae Gwastad, Harlech (NP5/61/469Y)**

Support this application.

**Retrospective application for extension to raised patio area Station House, Hwylfa'r Nant, Harlech(NP5/61/638)**

The Clerk reported that she had received the above planning application through e-mail that afternoon and that the documents would be on the Park’s website tomorrow. It was agreed that the Clerk would forward the application to every Member so that they could comment on it.

**TREASURER’S REPORT**

The Treasurer reported that there was £52,472.20 in the bank, £31,092.24 in the reserve account, £100.00 in the Chairman’s account and £2.82 in the cemetery account.

**Invoices needing payment since last meeting**

Customs & Excise - £110.00 - tax on Clerk’s wages

Mr. Meirion Evans - £1,440.00 - repair wall by Old Library

The Play Inspection Company - £240.00 – inspection of playing fields

Audit Wales - £296.73 - external audit 2019/20

**Monies received since last meeting**

Gwynedd Council - £990.35 - reimbursement for cutting grass on public footpaths

Pant Mawr Residential Park - £290.00 – gas tanks rent on nature trail land

The Treasurer reported that the Council had under spent £6,927.26 since the beginning of this financial year up to 31st December 2020 and that she was forseen that £79,059.26 would be carried forward on the 31st March 2021. It must also be remembered that at least £4,897.00 expenditure needs to be done by the end of March 2021 and only £290 to come in (at the moment) and the Council will have substantial expenditure to do during the next financial year 2021/22 because £20,285.90 has been earmarked for Harlech and Ardudwy Leisure and £10,000 has been earmarked for Gwynedd Council as the Council’s contribution to keep the public toilets open and £8,000 for the running and upkeep of the toilets by the Memorial Hall when they open making a total of £43,182.90 without including no other expenditure the Council will be doing. Therefore by remembering that maybe £79,059.26 will be carried over and the precept has been left at £70,000 (£79,059.26 + £70,000 = £149,059.26 - £38,285.90 = £110,773.36) maybe the Council will be fine with their expenditure for the financial year 2020/21. The Members will have a better financial forecast for the year to come at the end of March 2021. Also it has to be remembered that the last year has been very different and not as much spending as usual has been made.

The Treasurer reported further that she had received the report with regard to the external audit back from BDO.Everything was fine apart from the Council had not made available on its website access to the minutes of the Council meetings from prior years and they recommend that the Council should ensure previous year's minutes are made available electronically in accordance with the legislation. The Treasurer reported that she had discussed this matter with the website’s administrator and minutes of every meeting will be put up on the website from now on. Also the Accounting Statements does not add up by £1 and that they recommend that the Council should ensure in future years that the above minor errors or omissions are not included in the Accounting Statements. The Treasurer reported that she would be discussing this matter with the Internal Auditor. Also copies of the Notice of Conclusion of Audit had been placed on both notice boards and also on the Council’s website.

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**CORRESPONDANCE**

**Welsh Government**

Received a letter from the above informing the Council that the appropriate sum under Section 137(4)(a) of Local Government Act 1972, Section 137 Expenditure Limit for 2021/22 will be £8.41 per elector. The Clerk reported that the latest number of electors she has is 1,051 and therefore the Council have the right to contribute up to £8,838.91 to outside bodies.

**The Play Inspection Company**

The Clerk reported that she had received a report from the above company regarding the inspection that had been carried out by them on King George and LLyn y Felin playing fields. There were no significant problems to be seen in the report regarding King George and all the categories were low risk or very low risk apart from the see-saw which was in the moderate risk and it was reported that Cllr. Joe Patton had made an application for a grant to get a new see-saw and that he had been successful. The equipment in LLyn y Felin playing field were all in the low risk or very low risk category and it was reported that the Soverign Play company would be coming to inspect the equipment that they installed middle of this month.

**Radio Ysbyty Gwynedd**

Received a letter together with a copy of their balance sheet asking for a financial dontation towards running the above radio station. It was decided to leave it until March when financial applications are discussed.

**Meirionnydd YFC**

Received a letter together with a copy of their balance sheet asking for a financial dontation towards running the above Federation. It was decided to leave it until March when financial applications are discussed.

**ANY OTHER MATTER**

No Member had any other matter that needed attention.

**SIGNED..........................................**Chairman

**DATE..............................................**

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