



Minutes of the Meeting held at 6:30pm, May 16 2022 held online via Microsoft Teams

PRESENT: Councillors Mike Sherwood, Stuart Thomas, Sandie Rosser, Sara Pickard, Jena Quilter, Ian Jones

Members of the public: there were none

In attendance: Helena Fox, Clerk

Cllr Jones took the Chair for this meeting.

- 1. To receive apologies for absence:** Cllrs Rhys Livesy, Amanda Gibson, Catriona Brown Reckless (Cardiff); Cllr Dixon for PCC
- 2. To receive any declarations of interest:** Cllr Sherwood declared a personal interest in DGA. Cllr Jones declared a personal interest as a member of the Cambria Bowmen.
- 3. Public and press session:** There were none.
- 4. To approve the Minutes of the Meeting held on April 19 2022:** The Minutes of the meeting were proposed as accurate by Cllr Sherwood seconded by Cllr Rosser. All agreed. They will be signed by the Chairman with an electronic signature.
- 5. To approve the Minutes of the confidential Staffing Committee Meeting held on April 26 2022:** The Minutes of the meeting were proposed as accurate by Cllr Rosser seconded by Cllr Sherwood. All agreed. They will be signed by the Chairman with an electronic signature.
- 6. To approve the Minutes of the Planning Committee Meeting held May 4 2022:** The Minutes of the meeting were proposed as accurate by Cllr Sherwood seconded by Cllr Rosser. All agreed. They will be signed by the Chairman with an electronic signature.

Cllr S Thomas left the meeting due to a technical issue.

- 6.1.** Cllr Sherwood had written a short piece for Community Link 116 on Site E, the land south of Creigiau and north of the A4119. It was **RESOLVED** that PCC meet with Cardiff and the developers to discuss this site and its application. The Clerk will write to Cardiff.
- 7. To approve the Minutes of the Finance Committee Meeting held on May 9 2022:** The Minutes of the meeting were proposed as accurate by Cllr Sherwood but there was no one to second who had been present. This was deferred to the June meeting. Following recommendations was **RESOLVED** to:
 - 7.1.** To pay 11.25 hours of time to the Clerk for hours worked following the April full council meeting. Since the pay for May has been pre-approved this will be added to the June payroll.
- 8. To receive an update from the Wellbeing & Climate Change Group:** There was no update.
- 9. To receive an update from the Transport Group:** There was no update.
- 10. To receive the report of the Community Engagement Officer:** this has been circulated in advance and received.
- 11. Matters arising not reporting elsewhere:** There were none.
- 12. To receive reports from Cardiff Councillors:** All three Cardiff Councillors had made contact and apologies had been received for tonight.
- 13. To approve the accounts for 2021-2022:** The following documents were provided to the Finance Committee as part of its review of the Accounts and Internal Audit for 2021-2022.
 - 13.1.** It was **RESOLVED** to accept and approve the reports and accounts for 2021-2022:

- a. Internal Audit Report 2021-2022
- b. Annual Return 2021-2022
- c. Explanation of variances
- d. Arrangements for making payments
- e. PCC Assets
- f. Supporting Statement: Lease between Pentyrch Community Council and Dr R Stone and Dr A M Arulanandam dated 16.11.2019 for three years for use of land at Pentyrch Village Hall for a portacabin for GP surgery. This was noted for the new Council to consider the management of the end of the lease in November 2022.
- g. RFO Final Report:
- h. Balance Sheet:
- i. Income/Expenditure account summary
- j. Income/Expenditure
- k. Bank Reconciliation
- l. Ear-marked Reserves
- m. Reserves reconciliation
- n. Documents sent to Internal Auditor

14. To complete and approve the Annual Governance Statement of the Annual Return 2021-2022:

Cllr Sherwood led the meeting through the Annual Governance Statement questions on p4 of the Annual Return. This had been considered by the Finance Committee and the Internal Audit Review.

Cllr Thomas re-joined the meeting during this item.

14.1. It was **RESOLVED** to approve the Annual Return. The Chairman will sign the Annual Return with his digital signature.

15. To receive an update on staff recruitment: Applications had been received following the third advertisement.

15.1. It was **RESOLVED** that Cllrs Dixon and Quilter be on the interview panel with the Clerk and Paul Egan of One Voice Wales. An Extraordinary Meeting will be held on May 25 at 3pm.

16. To receive an update on the Jubilee Beacon event including the risk assessment: Risk assessment were circulated in advance and accepted.

16.1. Jubilee Grants: It was **RESOLVED** to grant £100 to the Gwaelod Tuesday Club towards the cost new folding tables.

16.2. Cllr Jones had made a trial run of lighting the beacon. The base is not stable enough without breeze blocks. A trial lighting worked well and burned from some 40 minutes. A trial on site will be done if at all possible.

16.3. The event will be cancelled at 6pm at the latest and earlier if needed in case of bad weather.

16.4. The Clerk has requested a road closure of part of Mountain Road but this is only available until 9pm. A decision from Cardiff Council is awaited.

17. To receive an update on the amended lease with CRC/EHC: The documents had been sent to CRC in preparation for signing the lease on May 27.

17.1. At the April meeting it was agreed that the new Council will ask some PCC Members to meet with CRC and review positive proactive working arrangements for the future. It was **RESOLVED** to defer this until the amended Lease is signed.

18. To discuss any consultations: there were none.

19. To decide on planning applications: NEW FRONT DOOR at 1 FFIGYS COTTAGE, MAIN ROAD, GWAELOD-Y-GARTH, CARDIFF, CF15 9HZ. PCC makes no comment.

20. To receive reports from Councillors:

Councillor	Meetings/events attended and Issues raised All meetings in the previous month unless stated
Mike Sherwood	Mail Meeting Annual Meeting Planning Committees Finance Committee Staffing Committee
Stuart Thomas	Main Meeting Annual Meeting Planning Committee Staffing Committee Cllr Thomas noted that in the Community Link the contact details for PCC Members are through the PCC office.
Sandie Rosser	Main meeting Annual meeting Extraordinary meeting Planning Committee Cllr Rosser attended Gwaelod y Garth Primary School's open day and it was very impressive.
Jena Quilter	Main meeting Annual meeting Staffing Committee
Sara Pickard	Main meeting Annual meeting
Ian Jones	Mail meeting Annual meeting Planning Committee Jubilee preparation Cllr Jones attended Gwaelod y Garth Primary School's open day. Mark Drakeford attended as did S4C.
Gary Dixon	Main meeting Annual meeting Staffing Committee Finance Committee

Date of the next meeting: Annual and Ordinary Meetings June 20 2022 online via Microsoft Teams 6:30pm

The meeting closed at 20:37

Signed by digital signature

Dated June 20 2022