

Minutes of the Extraordinary Meeting of the Community Council held on Monday 4th May 2020, which commenced at 6:00pm via Zoom video conferencing.

Councillors Present: Cllr R Stallard (chair), Cllr J Stallard, Cllr H Bennett, Cllr J Dyderski, Cllr M Hunter, Cllr L Guppy

In Attendance: Catherine Baker (Clerk)

MIN

2020/21

1/001 **Apologies**

None

1/002 **Declaration of Interests**

None

1/003 **Chairman's address**

Cllr Stallard was pleased that the council was able to 'meet' for its first ever internet-based meeting. He wished to convey thanks to those in the community who are helping the vulnerable at this difficult time. He also thanked those who produced the latest edition of the Windmill Post and the residents for helping to keep everyone safe by staying indoors, and he wished them all well.

1/004 **To approve minutes of previous meetings:**

1/004.1 **Of the Finance Meeting of 25th November 2020**

Resolved: To approve the minutes, with the correction that Cllr J Stallard was not present.

1/004.2 **Of the Extraordinary Meeting of 4th February 2020**

Resolved: To approve the minutes, with the addition of a resolution stating the salary band assigned to the post of clerk.

1/004.3 **Of the Ordinary Meeting of 12th February 2020**

Resolved: To approve the minutes subject to:

- *Amendments that Cllr Guppy was not present, and Cllrs R Stallard and J Stallard were present.*
- *Addition of a statement of the concerns Cllr R Stallard expressed regarding the Severn Tunnel Junction presentation potentially becoming a motorway junction.*

1/005 Financial matters:

CLLr Hunter requested that the RFO provide an opening and closing balance with each meeting's financial agenda.

1/005.1 To ratify the necessary payment of invoices made in the absence of a meeting in March or April:

<u>Cheque No</u>	<u>Detail</u>	<u>Amount (£)</u>
002101	C Duffield Plumbing/Heating SP repairs	909.60
002002	Allied Surveyors Valuers – SP land values	540.00
002103	Merlin Waste	180.00
002104	MCC Reimbursement February Salaries	1202.21
002105	C Baker Room Allowance Jan/March 2020	175.71
002106	M Williams “ “ “ “ “	58.57
002107	Merlin Waste	90.00
002108	MCC Reimbursement of March Salaries	2486.26
002109	Greater Gwent (Torfaen(Pension Fund – RCC Contribution £1293.52) C Baker Contribution £355.72)	1649.24
002110	Cancelled	
002111	R Stallard – Balance Chairman's Allowance £87.00 Telephone Allowance £40.00	127.00
002112	M Williams Petty Cash Expenses Oct19/March 2020	106.78
002113	One Voice Wales Course Fees – RS/JS	80.00
002114	SLCC – 2020 Membership Fee	126.00
002115	C Baker Travel expenses Jan / March 2020	39.06
002116	City Illuminations – Xmas Lights	840.00

Payment of the following Cheques made in the 2020/2021 Financial Year

<u>Cheque No</u>	<u>Detail</u>	<u>Amount (£)</u>
002117	ICT Vision Hire – hosted email	21.60

Resolved: To ratify all payments made since the last council meeting (as listed above), in the absence of a meeting to approve them at the time.

1/005.2 To approve payment of due invoices

<u>Cheque No</u>	<u>Detail</u>	<u>Amount (£)</u>
002118	Merlin Waste	93.60
002119	MCC Reimbursement of April Wages	1299.45

002120 C Baker – paper & cartridges 126.23

Resolved: To approve payment of all invoices

Cllr Guppy enquired as to whether Merlin Waste payments could be set up as a standing order.

Resolved: For the clerk to enquire with the RFO whether a standing order could be made for Merlin Waste's monthly payments.

1/005.3 In absence of an annual meeting, to approve the list of financial standing orders for the 2020-2021 financial year

Resolved: To approve continued payment by standing orders to:

SWALEC
BRITISH GAS
WELSH WATER
TALK TALK
INFORMATION COMMISSIONER'S OFFICE – relating to Freedom of Information Act 2000
RENTOKIL INITIAL
and any other standing order payments that may arise during the year.

1/005.4 Cllr Guppy suggested that Merlin Waste should be set up as a standing order to avoid the delay that may occur getting a cheque signed during the current pandemic. All councillors in agreement.

Resolved: for the clerk to speak to the RFO about the possibility of setting Merlin Waste up as a standing order.

Following consideration of the additional information provided by the RFO in the finance agenda:

1/005.5 **Resolved:** to increase the clerk's petty cash allowance to £150.

Cllr J Stallard informed the council that she had been contacted by Ailsa Thomas (St Mary's Church, Rogiet) to inform the council of a local resident's upcoming 100th birthday. Cllr J Stallard proposed that the council buy a gift of a bouquet/hamper for resident Vera O'Connor. All councillors in agreement of £50 purchase of bouquet/hamper.

Resolved: for Cllr J Stallard to organise 100th birthday gift for Mrs O'Connor, and provide RFO with receipts.

1/006 To receive feedback of the Rialtas Business Software demonstration from the clerk and agree further action

All councillors in agreement that this will be of benefit to the council.

Resolved: for clerk to inform RBS that we would like to purchase their Alpha finance software, and make necessary arrangements.

Cllr Dyderski queried whether the council laptop currently had any antivirus software other than the standard that came with the machine. Clerk informed council that it did not have additional antivirus. Cllr Dyderski proposed a suitable antivirus such as Norton or McAfee be purchased and installed by the clerk. All in agreement.

Resolved: for clerk to purchase and install a suitable antivirus computer protection.

1/007 To approve the addition of the clerk as an authorised signatory to the council bank account and other financial arrangements (including but not limited to utilities and other financial agreements)

All councillors agree that the clerk should be added to all necessary accounts as soon as possible.

Resolved: for the clerk and RFO to make the necessary arrangements to add the clerk as signatory and contact to any financial agreements currently in place.

The chair informed council that in light of the current COVID-19 pandemic and the delays to financial schedules such as audit, the RFO has agreed to extend her period of employment to retire later in the year once the audits had been submitted.

Resolved: To ask the RFO to provide a letter stating her intention to remain in post beyond her initial retirement date of the end of May 2020.

1/008 To receive feedback from Cllr Dyderski following the meeting with Twomlows Solicitors with regard to the need for a tree inspection to the damaged trees on Ifton Lane, and to receive a quote for tree survey from an independent contractor

Cllr Dyderski informed council that the solicitor advised a tree survey of the damaged trees on Ifton Lane to ensure they are still safe.

Resolved: to confirm that price and area to be assessed with the tree surveyor, and authorise work to be carried out.

1/009 To consider and agree a donation to Rogiet Community Junction to provide a suitable token of the 75th anniversary VE Day celebration to residents of Rogiet

The clerk informed the council that the RCJ group have decided not to go ahead with any celebrations due to the current government lockdown measures. The council discussed RCJ's other community efforts such as the weekly café, Fareshare, the 'kids kafé', cinema night and Christmas refreshments. During the current COVID-19 pandemic some RCJ members are also

supporting residents by shopping and other requirements. RCJ are looking into the possibility of helping residents who do not have internet access, to hold video calls with relatives.

Cllr R Stallard proposed that a poppy wreath be obtained from the Royal British Legion for the community council to lay on VE Day. All agreed. Cllr J Stallard proposed a donation of £75 to the Royal British Legion to relate to the 75th anniversary of VE Day. All agreed.

Resolved: for the clerk to find out more about the RCJ projects and needs and consider a donation to the group to support community activities.

Resolved: for the clerk to organise a poppy wreath and donation to RBL of £75.

Meeting closed at 7:30pm

Signed: Chair/Vice Chair

Date: