

Minutes of the Chairs meeting

11am Thursday 14th May 2020

This meeting was held via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) 2020

Present: Cllrs Michael Theodoulou (Chair), Linda Edwards, Peter Freeman, Robert John, Karen Morris, David Owens

In attendance: Huw Thomas, (Acting Clerk/RFO), Shân Loudon (Assistant Town Clerk)

11.10am – 12.45pm

Advice had been circulated from One Voice Wales on remote attendance at meetings. The Chair asked all members to ensure the guidance notes are followed.

1. To receive apologies for absence

No apologies had been received.

2. To receive members' declarations of interest in respect of the business to be transacted

No declarations were made.

3. To confirm the minutes of the meeting held on Thursday 30th April 2020

The minutes were approved.

Action: Assistant Clerk

4. Matters arising

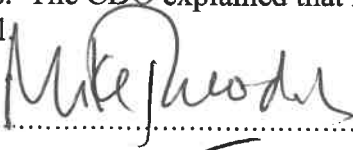
It was noted that a budget of £3,000 had previously been agreed for emergency help. As well as details of how many packages have been delivered, the CDO was asked to provide budget updates each week in the report to Councillors.

Action: CDO

One member stated that they had received a query from a member of the public regarding the amount of grants/money received by the food banks. It was noted that it is not the Town Council's responsibility to scrutinise this as the responsibility lies with those that are providing the funding. After discussion it was agreed that if any Councillor is approached by a member of the public expressing concerns they should advise that person to approach the individual organisation directly. If evidence is obtained as to misuse of resources then the Town Council is duty bound to act on it and this should be provided to the Clerk.

Cllr David Owens commented that he had not been asked to authorise any additional electricity payments. The CDO explained that no vouchers had been requested since the last meeting held on 30th April.

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A member asked for an update on the progress on asset transfers. The Clerk responded that Gomer Williams have been instructed and they will contact the current solicitor for all active files. However, before the files are transferred full payment needs to be made. After discussion, it was agreed that the Clerk contact the current solicitor asking for an up to date invoice. This invoice must be fully itemised and in line with Law Society charges. Once received, the invoice will be authorised by the Chair and Vice Chair of the Finance, Governance and Personnel Committee prior to payment. **RESOLVED**

Action: Clerk to contact

Members asked for update on the community hub. A grant might be available from the Welsh Government for facility purchases. An expression of interest has been submitted and a reply is awaited. Discussions have commenced with the Big Lottery Fund.

5. Consideration of Dolau Fan Cemetery opening hours

A paper had been circulated to all members with the agenda. Requests have been received for the cemetery to be open at weekends. The Cemetery Facilities Superintendent informed members that with current situation under the Public Health Act Wales 2020 Coronavirus Edition, staff should be on site to monitor social distancing. Cemeteries are not classed as open spaces and should be enclosed and secure. Sufficient precautions can be taken by ensuring warning signs are clearly visible. Discussion took place as to the costing of either just opening and closing at weekends versus having one member of staff on site. The opening hours were also discussed as well as how other local cemeteries are operating.

After discussion, it was proposed by Cllr Michael Theodoulou and seconded by Cllr David Owens and agreed unanimously that with effect from Monday 1st June 2020 until Wednesday 30th September 2020 Dolau Fan Cemetery would close at 6pm and from 1st October onwards it would close at 4pm both weekdays and weekends. The Clerk and Cemetery/Facilities Superintendent would coordinate staffing of this. **RESOLVED**

Action: CFS/Clerk

6. Consideration of the report received in relation to water ingress at Memorial Institute

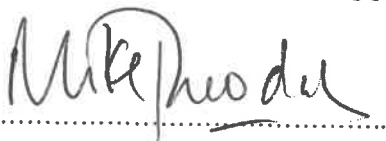
The full report had been circulated to all members with the agenda. This identified that the area in the gym if left untreated will get worse and potentially cause injury to gym users. Therefore, authorisation was requested to obtain quotes. It was commented that it was a very comprehensive report and that the services of the surveyor should be retained to consider the quotes. It was discussed that the Finance, Governance and Personnel Committee need to look at the implication of costs and the timing of the loan previously approved together with the potential income from sale of Copperworks. Project priorities also need to be revisited.

Therefore, it was proposed by Cllr Michael Theodoulou and seconded by Cllr Robert John and agreed unanimously to go to tender, retain the services of the consultant to oversee the tendering process and that all tenders must hold their price for a minimum of 6 months. Once tenders have been received the matter should be referred to Finance, Governance and Personnel Committee. **RESOLVED**

Action: CFS

7. Consideration of next Town Council agenda

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The Clerk took members through the draft agenda. There was discussion about the platform to be used for holding the meeting, and that the holding of an Annual Meeting was dependent on the success of holding the Town Council meeting. As all the documents that have to be approved at the Annual Meeting will be discussed at the meeting on 27th May, hard copies of the agenda and documents will be circulated to all members.

The draft agenda was agreed by all members. **RESOLVED**

Action: Acting Town Clerk

Staff attendance was discussed and it was felt that only the Town Clerk and Assistant Clerk would be required in line with the agenda items.

The platform to be used was discussed with 5 members voting in favour of Teams and 1 member in favour of Zoom. It was therefore **RESOLVED** that Microsoft Teams be used.

Ipads will be issued to the remaining Councillors, together with the guidance notes for remote meetings, issued by One Voice Wales. There will be a one on one Microsoft Teams meetings held with each Councillor as well as a trial full Town Council meeting 24 hours beforehand.

Action: Acting Town Clerk

8. Consideration of date of Annual Meeting

The plan is for the Annual Meeting to take place during the first week of June. As all documents will have been previously approved the Annual Meeting should only take 30 to 40 minutes. The provisional date is Friday 5th June at 11 am.

9. Any other urgent business at the discretion of the Chair

As hard copies of the next Town Council papers are to be distributed, one member raised the issue of paper decontamination. It was noted that the advice is to leave paper for 24 hours, open and dispose of envelopes and wash hands regularly.

It was proposed by Cllr Peter Freeman and seconded by Cllr Robert John that the meeting move into camera. All members voted in favour.

In camera - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

10. To confirm the minutes of the meeting held on Tuesday 30th March 2020

Subject to one typo, the minutes were confirmed as a true record.

11. Matters arising

There were no matters arising.

12. Update on staffing matters

All staff, except the Acting Clerk, were asked to leave the meeting.

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