



COITY HIGHER COMMUNITY COUNCIL
CYNGOR CYMUNEDOL COETY UCHAF

**MINUTES OF THE MEETING OF THE FINANCE & RESOURCES COMMITTEE HELD VIA A VIRTUAL
ZOOM MEETING AT 7.00 PM ON THURSDAY 3RD SEPTEMBER 2020 AT 7.00 PM**

Present: Councillor A Wathan (Chair)

Councillors: A Hughes
B Tiltman
M Williams (Chair of Council ex officio member)

Also Present: Mrs A C Harris, Clerk & RFO

FR12/20: No apologies

FR13/20 TO RECEIVE DECLARATIONS OF PERSONAL OR PREJUDICIAL INTEREST

- Councillor B Tiltman - Allotment Gardens
- Councillor M Williams - St Brides Minor Community Council

FR14/20 TO RECORD THE ACCURACY OF THE MINUTES OF THE FINANCE & RESOURCES COMMITTEE MEETING HELD IN JULY 2020

The Minutes of the meeting held on 2nd July 2020 were accepted as a true and accurate record and the Chair signed the Minutes.

FR15/20 MATTERS ARISING FROM THE JULY 2020 MINUTES

Minute no FR2/20 Matters Arising From the March 2020 Meeting

Staff Confidential: Clerk Assessment:

This was discussed further.

Minute no FR5/20 Accessible Equipment for Other Play Areas:

The Clerk updated Members on the action taken to seek permission from BCBC to install the equipment in the unleased play areas before seeing funding

Minute no FR6/20 Projects Update 2020/21:

The Clerk had approved BCBC to enquire whether additional funds may be available for the Heol Hopcyn John footpath project, but none were available.

Minute no FR8/20 Council's Banking Arrangements:

The Clerk advised Members that no defaqto rating is available for the proposed bank.

Minute no FR9/20 Clerk's Report:

Both GVCC and SBMCC had agreed to share a third of the cost of the waste paper removal.

Resolved: The information was noted. It was agreed to recommend to full council that the sample of working hours provided by the Clerk is sufficient for the assessment being carried out by the Finance Committee. That the overtime hours worked by the Clerk and approved by the Chair in August are paid and that any future hours worked above the Clerk's contracted hours are approved by the Chair and paid as overtime.

FR16/20 TO REVIEW THE 2020/21 BUDGET

There were no issues with budget.

A request to include a forecast figure on the budget monitoring sheet was requested and the need for a budget line for play area repairs and maintenance to be included in the budget. The Clerk informed members of matters that had arisen in the last few weeks and the additional costs incurred.

Resolved: The information was noted and it would be recommended to Full Council that a budget line for repairs and maintenance of the play areas is included in the next budget.

FR17/20 REQUESTS FOLLOWING SUMMER 2020 NEWSLETTER CIRCULATION

The Clerk had received some requests following the distribution of the latest newsletter and these were discussed. The Clerk had obtained some quotations for some of the items discussed.

Resolved: It was agreed to make the following recommendations to full council:

- That the request for a flower planter on a roundabout at Woodside Avenue is rejected as it is not on a spine road.
- That the Clerk requests that BCBC installs a bin at the top of the steps from Litchard Hill into Litchard Fields
- That the Clerk obtains quotations and advice from Rights of Way on how to produce some new walk booklets as a future project
- That the need for bus stops at the bottom of Parc Derwen is considered.

FR18/20 PROJECTS UPDATE 2020/21

Phase 2 Roadway Allotment Gardens:

The Clerk informed Members that the section of roadway completed at the end of the previous year had started to break up. A site meeting had taken place between the contractor, Chair and Clerk.

Tree Work as Advised in Risk Assessment:

The Clerk informed Members that two quotes had been obtained and gave the details.

Noticeboards:

Planning permission had been sought for the noticeboard at Trem y Castell and the Clerk is awaiting permission. The plans for the one at Joslin Terrace is on hold as the Clerk is awaiting a response from BCBC in relation to the adoption of the site.

Christmas:

The Clerk confirmed that all is organised, everything ordered and all permissions obtained.

Play Area Signage:

Planning permission has been applied for and the signage has arrived.

Litchard Park Refurbishment:

The refurbishment will start on 7th September. Signage had been erected informing residents of the closure. The local contractor will also carry out the power washing of the equipment which will remain, the gate painting and bin installation. The site will be inspected before it can be reopened. This will cost £500.

The replacement beam for the basket swing has been ordered and if it arrives on time the contractors will install it free of charge. If it doesn't the CC will need to pay for an installation which will cost £135.

The Clerk drew Members attention to some hedges and trees which need attention at the site.

Resolved: It was agreed to recommend to Full Council:

- That if the contractor does not respond to the issues with the quality of the tarmac on phase 2 of the roadway in the allotment within 2 weeks, the council obtains a quote for the work and presents it to the contractor
- That the lower of the two tree quotes for work raised at the allotment gardens on the risk assessment is agreed and the work carried out asap.
- That where trees are removed from the gardens, new trees are planted in their place.
- That the Clerk requests that BCBC reimburses the council for the cost of replacing the beam to the swing in Litchard Park.

FR19/20 **PROJECT FUNDING**

Noticeboards:

Funding of £1,000 had been applied for from Taylor Wimpey's Community Fund towards the one at Gerddi'r Castell and £1,000 from the Persimmon Community Fund towards the one for Oakwood View.

Christmas:

Funding of £1,350 had been agreed by Persimmon towards the construction of a second pit in Parc Derwen. The Clerk had also applied for £1,000 from Persimmon's Community Fund towards the cost of the second tree.

Coity Playing Field:

The Clerk had applied for £1,000 from Wales & West's Community Fund and suggested the purchase of two recycled plastic picnic tables to be installed in Coity Playing Field as an additional facility.

Footpath Heol Hopcyn John:

Covid funding seemed to be the main funding for larger projects at the moment so to date funding had not been found for this project. The Clerk would continue to research funding pots to enable the project to go ahead.

Funding for Project Coity Playing Field:

The same applied for this project.

Resolved: It was noted that the Clerk had obtained funding from Persimmon of £1,350 towards the construction of the new Christmas tree pit at Parc Derwen. The other funding applied for was noted too. It was agreed to recommend to full council that any funding given by Wales & West towards an item in Coity would be put towards two picnic tables for Coity Playing Field.

FR20/20 ALLOTMENT GARDENS RENT REVIEW FOR 2020/21

This is currently £36 for a full plot rising to £38 when the tenancies are renewed at the end of September 2020. This was discussed.

Resolved: It was recommended that Full Council to approve an increase of £2 per full plot, taking the annual cost of a full plot to £40.

FR21/20 CLERK'S REPORT

Salaries:

The National Salary Award has been agreed and is to be implemented from 1st April 2020. The salary increase is in line with the staff's contract of employment. The new salary scales were presented to Members.

Lighting Pendre Fields:

The Clerk updated Members on the issues with the lighting columns in Pendre Fields and this was discussed.

Play Area Risk Assessments:

The Clerk informed Members of the guidelines for play area inspections including quarterly operational inspections and annual inspections. These were discussed.

Bench Litchard Common:

The Clerk informed Members of the condition of a bench on Litchard Common and suggested it is removed and the one being removed from Heol yr Ysgol, Coity to make way for the new remembrance bench is refurbished and installed in its place.

Bin Emptying:

The Clerk raised her concerns regarding the lack of communication from the contractor carrying out the bin emptying service. This was discussed.

Resolved: It was agreed to recommend to Full Council that:

- That the Clerk investigates an alternative bin emptying contractor
- That the Clerk refers the issues with lighting at Pendre Fields to the Cabinet Member.
- That the Clerk obtains quotes for quarterly operational risk assessments for the play areas.
- That the Clerk swaps the rusty, bent bench on Litchard Common for the one removed from Heol yr Ysgol and gets the legs extended as it had to be cut when removed.

FR22/20 ITEMS FOR THE NEXT FINANCE & RESOURCES COMMITTEE MEETING

- Draft Precept 2021/22
- Staff Confidential: Review

Items for the agenda would be kept open until the next meeting.

FR23/20 TO AGREE THE DATE AND LOCATION FOR THE NEXT FINANCE & RESOURCES COMMITTEE MEETING

Resolved: The Committee will next meet on 3rd November 2020, a week before the Ordinary Council Meeting - time and venue tbc

FINANCE & RESOURCES COMMITTEE MEETING - 3RD SEPTEMBER 2020

With there being no further matters to discuss the Chair thanked Members for their attendance and closed the meeting at 8.20 pm