## Crynant Community Council

Heidi Mortimer, Clerk,

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***Minutes of the Council at 6:30 pm on Thursday 25th November 2021. Held at Crynant Community Centre, Woodland Road, Crynant.***

**793: Apologies for absence**: Cllr. S. Waldron (illness); Cllr. S. Rundle (holiday); Cllr. C. Bevan (illness)

**794: To receive declarations of Personal/Prejudicial interest**: None declared.

**795: To adjourn if necessary to receive public questions or statements**. None received.

**796: To approve and sign the previous Council meeting minutes**. **RESOLVED:** That the minutes be signed as true and accurate.

**797: Matters arising from the minutes**.

 No matters arising

**798: To receive Police report.** The Clerk advised no report from PCSO however figures as reported online for September 21 recorded the following: Violence & Sexual offences x 7; Anti social behaviour x 1; Possession of a weapon x 1 & Shoplifting x 1

**799: To receive County Councillor Harris report**.

 All members were disappointed that Councillor Harris had failed to submit a report and had stated in an earlier email that she would not be attending Community Council meetings and was considering her relationship with the Council. It was agreed that for the benefit of the village her attendance and reports were important for inclusion in the public records made available through the Community Council, as is its duty. The members agreed to ask the Clerk to invite Cllr Harris to a separate meeting. ACTION: Clerk to email County Councillor Harris.

**800: To receive a report from any Member concerning meetings at which he or she represented the Council.**

 Councillor Keir reported on a meeting held with Mr. Ben Bonham - NPT places for nature engagement officer. Comprehensive meeting report provided and the Council and Volunteers will work in partnership to improve the environment and bio-diversity of the Community Council grounds and surrounding areas.

**801: Clerks report, to include: bank reconciliation; payment authorisations; budget review and precept request 22-23.**

 **RESOLVED: That the following payments made:**

 Wages £2980.14 as per contract

 Total gym solutions £ 568.32 callout repair running machine.

 Wages for December as per contract to be paid on the 17th December, all other payments, for the month of December, as per financial regulations, will be made in line with delegated authority.

 **RESOLVED**: That an extra ordinary meeting be convened in January on the 13th, to issue precept for the year ending 31st March 2023.

**802: To receive information, local government elections May 2022.**

Information received and duly noted. ACTION Clerk to transfer £3000 to reserve account earmarked for potential election costs.

**803: Correspondence**:

1. **Boundary commission - Public hearings**. - Information noted.
2. **Marie Curie - Annual grant/donation request**. - **RESOLVED:** To make a donation in the sum of £100

**804: Any other business.**

 **a)** Cllr. Michael reported that the quotation received for the provision of new cremation plots had increased due to the increasing cost of materials. ACTION: New quotation to be sought.

 b) Clerk reported that Council had been made aware that vandals had caused damage to the public toilets and adjacent residential property. This concern was raised with County Councillor Harris.

 c) It was agreed that the bowls mat which had not been used for over five years, be offered for donation to any community or club that could make use of the mat.

**805: CONFIDENTIAL MATTERS - To consider passing a resolution under provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting**.

 The resolution was duly passed and the meeting closed to discuss item 806

**806: To discuss staffing requirement and structure**.

 The Clerk provided a briefing note to Council stating that since the start of the pandemic c£70k of grant funding had been accessed with more opportunities for applications well into the next financial year.

 Each application requires considerable additional administration, before during and after the period that the funding is being utilised. Some additional hours have been funded but most of the additional workload has been achieved via unpaid hours.

 It is now clear that due to personal circumstances and the continuing increased workload, plus the need to advertise for a replacement Clerk that an interim solution is required.

 I therefore propose that the Clerks job be split into two, the financial responsibility remaining with myself, with Community Council matters and the day to day management of the centre and grounds remaining with the new Clerk.

 The successful inter-management of the Council and Association remains.

 The post of Clerk will need to have a revised job description and my new role would require a letter of amendment of job.

 I would be paid for 6 hours per week and the Clerk's would remain at 14 hours, increasing officer hours to 20.

 The funds are available for this adjustment from the grants and will not affect the normal revenue budget.

 **RESOLVED**: To advertise for a replacement Clerk, on successful appointment issue a letter of amendment of job for the role of Responsible Financial officer.

 There was no further business, meeting concluded at 7:30pm