



Dolgarrog Community Council

# Canolfan Porthllwyd Conwy Road Dolgarrog LL32 8JU

Minutes  
Number

DEC022019

## Agenda

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|--|--|
| 1. Apologies                             | 6. Review Internal Controls: Code Of Conduct |
| 2. Minutes Of Previous Meeting & Actions | 7. Discuss Action: Financial Regulations     |
| 3. Financial Officer Report              | 8. Discuss Community Skip                    |
| 4. Correspondence                        | 9. Update: CC Work in Progress               |
| 5. Planning Applications:                | 10. AOB                                      |

## Minutes of Meeting: 2<sup>nd</sup> December 2019

<b>In Attendance:</b>	Chairman	David Williams
	Financial Officer:	Gillian Fraser
	Secretary	Eileen Fletcher
	Committee Members:	Albert Hindle, Gareth Jones, Neil Davies. Gary Morris,
<b>Welcomed Visitor</b>	Committee Members	Councillor Tomas Jones.
<b>Apologies</b>	None	

### 1. Minutes of Previous Meeting: 4<sup>th</sup> November 2019 approved & seconded by GJ/AH

ALL	Agreed minutes in Welsh to continue biannually. DW to do October ✓ <b>ACTION</b>
DW	Update Toilet Block • <b>ACTION</b>
TJ	Discussed his project to manage traffic as part of speed watch scheme and is to update next meeting • <b>ACTION</b>
ND	Community Councillors signed and dated a declaration <b>ACTION those CC not in attendance to ensure declaration by signature added</b>
GF	<b>ACTION to provide declaration document each meeting until all signed</b>
DW	Add refurbishment of Rooms on next agenda until discussed fully • <b>ACTION</b>

### 3. Finance

GF	Discussed the account balance
ALL	Agreed
GF	Confirmed she emails Tracey the spreadsheet for the website continuously
<b>Public Notice:</b>	Audit book can be viewed at any time by appointment with Chairman or Financial Officer
	Invoices passed to GF
GF/DW	To meet to discuss and implement VAT returns

#### **4. Correspondence**

Incoming mail received and noted:

Invoice	SW Jones	Fire Exit
Leaflet	Glasdon	Smart Litter Management
Leaflet	Glasdon	Village Gateways
Leaflet	CCBC	Play Inspection
Email	SS	Update
Email	CCBC	Additional Lighting in Dolgarrog
Email	CJ	Pipe Dream Race
Email	CCBC	Bench Site (Toilet Block)
Email	Zurich	Flood Information
Leaflet	TAITEG	Affordable Housing Register

#### **5. Planning Applications**

DW No Planning Applications to discuss

#### **6. Review of Internal Controls: Code of Conduct**

EF Continued to discuss and read out: Confidentiality

#### **7. Discuss Financial Regulations**

DW Discussed how BDO standing order is built into the New Standing Order. Adding that the previous points remain on the minutes for the benefit of those not in attendance previous meeting.

- ✚ Place tenders on notice board
- ✚ Tenders remain advertised for 2 weeks
- ✚ All discuss the tenders
- ✚ All agree to the contract
- ✚ All agree to the cost, delivery and action

#### **8. Community Skip: Confirm the Date**

All Agreed with 7<sup>th</sup> January 9 – 3  
DW To advertise:

1. CC Notice board
2. Community Website
3. Dolgarrog Face Book Page

- **ACTION**

#### **9. Progress on Work: Fire Escape**

ALL Agreed the work is making excellent progress, almost completed, all that remains is the paint work

**10. AOB**

EF Discussed reinstatement of Dolgarrog Station  
TJ To feedback further information next meeting  
• **ACTION**

GJ Discussed the 20 mile zone sign by the school  
TJ To contact CCBC for information  
• **ACTION**

ALL Open discussion on BDO and recommendations and how we all feel we are doing regards to meeting with the compliances. DW suggested doing the risk assessment with GM. This to be placed onto next agenda.

DW/GM **ACTION**

GJ Discussed the local Christmas tree and will take up implementation.  
• **ACTION**

AH Reported a hazard within the Dolgarrog Walk grounds: The observation spot, wooden planks are rotten.

DW Fully discussed and an action not agreed. DW to add to next agenda and all agreed to think about how we could rectify.  
• **ACTION**

DW Closed the meeting.

**Next meeting: Meeting: 6<sup>th</sup> January 2020 at 6:30**

<b><u>Proposer Name</u></b>	<b><u>Signature</u></b>	<b><u>Date</u></b>
<b><u>Seconder Name</u></b>	<b><u>Signature</u></b>	<b><u>Date</u></b>