



Dolgarrog Community Council

Canolfan Porthllwyd Conwy Road Dolgarrog LL32 8JU

Minutes
Number

JAN062020

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:

6th January 2020

In Attendance:

Chairman	David Williams
Secretary	Eileen Fletcher
Committee Members:	Albert Hindle, Neil Davies. Gary Morris,

Apologies

Financial Officer:	Gillian Fraser
Committee Members:	Gareth Jones,

Welcomed Visitor

Apology in advance	Councillor Tomas Jones.
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2. Minutes of Previous Meeting: AH/ ND

2nd December 2019 approved & seconded by

DW

Update Toilet Block
✓ **ACTION**

DW

Community Skip
✓ **ACTION**

GJ

Local Christmas tree implementation.
✓ **ACTION**

TJ

Discussed his project to manage traffic as part of speed watch scheme and is to update next meeting

- **ACTION**

Community Councillors signed and dated a declaration

ND

ACTION those CC not in attendance to ensure declaration by signature

added

GF

ACTION to provide declaration document each meeting until all signed

DW

Add refurbishment of Rooms on next agenda until discussed fully

- **ACTION**

TJ

To feedback further information regards to reinstatement of Dolgarrog Station

- **ACTION**

TJ

To contact CCBC for information regards to the 20 mph zone sign by the school

- **ACTION**

DW/GM

Carry out risk assessment with GM. This to be placed onto next agenda.

- **ACTION**

DW

Carry out Risk Assessment within the planned target date within the Dolgarrog Walk grounds: The observation spot, wooden planks are rotten.

- **ACTION**

3. Finance

DW

Discussed the account balance

ALL

Agreed

DW

Confirmed that GF emails Tracey the spreadsheet for the website continuously

Public Notice:

Audit book can be viewed at any time by appointment with Chairman or Financial Officer

Invoices passed to GF

DW

Passed around the VAT claim record for all to review

4. Correspondence

Incoming mail received and noted:

Email	One Voice Wales	Wales & VE Day 8 th May 2020
Letter	Janet Finch-Saunders	Highways concerns
Brochure	Sunshine Gym	Outdoor Equipment

5. Planning Applications

- DW Discussed the 2 planning applications.
- ❖ Application Number 0/46911: Construction of a 2 Storey side extension at 10 Croft Cotteages.
- ALL No objections raised
- ❖ Application number 0/46940: Amendment to existing electronic communications base station at NWA Clark Street. For the record the community council did not fully understand this application.
- ALL No Objections
- All Discussed how the application are received late or with not much time to raise an objection if required. DW to monitor.

6. Review of Internal Controls: Code of Conduct

- EF Continued to discuss although no reading this month.

7. Risk Assessment

- ALL Discussed the risk assessment required and DW & GM agreed to plan into a monthly diary risk assessment for 4 sites
- ❖ Community Council February
 - ❖ Dam Disaster March
 - ❖ Cenotaph April
 - ❖ The Park April (Old toilet Block)

8. Community Skip: Confirm the Date

- All Agreed with 7th January 9 – 3 DW, AH & GM to assist
- DW Completed the advertisement and will feedback next meeting.
- **ACTION**

9. Progress on Work: Fire Escape

- ALL Work completed and DW to monitor a snagging list
- DW To continue to deal with the snagging list
- **ACTION**
- ALL Happy with the fire escape work and the next stage is the painting
- DW To liaise with contractor
- **ACTION**

10. Forward Planning 2020

- ALL Agreed that the refurbishment and maintenance of the CC is important and it was agreed that DW was to place an advert for Tender to quote for the refurbishment of the back room adjacent to the kitchen.
- DW Create advert for Tender and place on notice board following BDO procedures
- + 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 during the appropriate meeting
- **ACTION**

11. Set Precept for 2020 – 2021

- ALL Agreed to leave the Precept as is with no increase.

AOB

- ALL Discussed the Councillor Vacancy which DW had advertised on the notice board. All agreed to place the advert on again until next meeting

- DW Place the advert on the board.

ACTION

- EF Provided apologies in advance of next meeting due to holiday. ND is to take minutes next meeting and type up ready for the next meeting seeking approval of the minutes before distribution from the chair DW

- ND Minutes

• **ACTION**

- DW To contact the person who requested a memorial bench at the park.

• **ACTION**

- AH Took on the job of cleaning the light frame in the main room removing flies

• **ACTION**

- DW Closed the meeting.

Next meeting: Meeting: 3rd February 2020 at 6:30

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