



Minutes of the 'Virtual' Meeting of  
**BROUGHTON AND BRETTON COMMUNITY COUNCIL**  
held on  
**16 JUNE 2020**

**PRESENT:** Councillor Phil Griffiths (Chair)

**Councillors:** Klaus Armstrong-Braun, Penny Brett-Roberts, Derek Butler, Chrissy Gee, Ros Griffiths, Lindsay Jones, Donna Lalek, Mike Lowe, Ryan McKeown, Billy Mullin, Sue Stevens, Linda Thomas and Adam Williams

**Officers:** Mrs S G Jones, Clerk & Financial Officer  
Fran Griffiths, Administrator

**313/19 APOLOGIES FOR ABSENCE:**

There were none.

**314/19 DECLARATIONS OF INTEREST:**

No Declarations of Interest were made by Members.

**315/19 REMOTE MEETING GUIDANCE:**

A copy of the meeting guidance for virtual meetings produced by "One Voice Wales", as a guide for Councillors and Clerks, had been circulated with the agenda for the meeting for consideration and approval.

IT WAS RESOLVED: to approve and adopt the remote meeting guidance.

**316/19 COVID 19 PANDEMIC:**

The Clerk and Financial Officer provided an update on the Council's response to the pandemic including the Scheme of Delegation, Highly Infectious Disease Policy and a risk assessment. *The Local Authorities (Coronavirus) (Wales) Regulation 2020* introduced on 21<sup>st</sup> April had enabled virtual meetings to take place.

IT WAS RESOLVED: to approve the Council's Scheme of Delegation and Highly Infectious Disease Policy and note the information contained with the Risk Assessment.

### **317/19 MINUTES OF THE PREVIOUS MEETING:**

IT WAS RESOLVED: that the minutes of the previous meeting held on 18<sup>th</sup> February 2020 be approved as a correct record and signed by the Chair.

### **318/19 MATTERS ARISING FROM THE MINUTES:**

In respect of item 312/19, The Clerk and Financial Officer confirmed that an item would be placed on the July agenda for discussion.

### **319/19 MINUTES OF COMMITTEES:**

IT WAS RESOLVED: that the minutes of the meetings of the following Committees held on 18<sup>th</sup> February 2020 be received:

Planning & General Purposes Committee  
Lighting & Amenities Committee  
Finance & Staffing Committee

### **320/19 MATTERS ARISING FROM COMMITTEES:**

The Clerk and Financial Officer had circulated a table that provided updates and progress on actions following the meetings held in February, for Members' information.

IT WAS RESOLVED: to accept the actions and updates from the February meeting.

### **321/19 INTERNAL AUDIT:**

A copy of the internal audit report for the year ending 31<sup>st</sup> March 2020 had been circulated to Members prior to the meeting.

The Clerk and Financial Officer had produced an Action Plan in relation to the four recommendations. In relation to recommendation 4, the Clerk and Financial Officer suggested that £20,000 be set aside as earmarked reserves for new play equipment.

IT WAS RESOLVED:

- i) to receive the 2019/20 Internal Audit report and note the follow up actions.
- ii) approve ear-marked reserves of £20,000 for new play equipment.

### **322/19 ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2020:**

The Annual Return had been circulated to Members prior to the meeting. The Clerk and Financial Officer sought Members' approval of the Annual Return together with approval and support of the Annual Governance statement, prior to submission to the External Auditor.

IT WAS RESOLVED: to approve the Annual Return and Governance Statement for submission to the External Auditor.

### **323/19 APPOINTMENT OF INTERNAL AUDITOR:**

IT WAS RESOLVED: to approve the continuation of the appointment of JDH Business Services Limited for the financial year 2020/21.

### **324/19 INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT— FEBRUARY 2020 – PAYMENTS TO MEMBERS OF COMMUNITY AND TOWN COUNCILS:**

The Clerk and Financial Officer referred Members to the final report of the Independent Remuneration Panel for Wales. Where not mandated, each determination required a formal decision by Council on an annual basis. A Council can adopt any or all of the non-mandated determinations but if it does make such a decision, it must apply to all members.

A number of Councillors had indicated to the Clerk and Financial Officer that they wished to forego their mandatory payment of £150. Some members had requested that their mandatory allowance be vired to some other community organisations.

Any payments to members would be payable with immediate effect and details of any payments would be submitted on the Council's website and to the Remuneration Panel as required.

Following discussion, IT WAS RESOLVED:

- (I) To accept Determination numbers 45, 46 and 47
- (II) Determination number 43 is not applicable
- (III) To not accept Determination numbers 44, 49 and 50.

### **325/19 ACCOUNTS FOR PAYMENT:**

IT WAS RESOLVED: that the list of payments in the sum of £17,420.02 for March and £9,342.21 for April be noted and retrospectively approved and the list of payments for May in the sum of £5,658.68 and June in the sum of £5,664.16 be approved.

### **326/19 BANK RECONCILIATIONS:**

IT WAS RESOLVED: that the bank reconciliations for the periods ending 4<sup>th</sup> March, 31<sup>st</sup> March and 30<sup>th</sup> April 2020 be received and noted.

### **327/19 PLANNING APPLICATIONS:**

IT WAS RESOLVED:

- (a) County Council Members:

It was noted that the participation of those Councillors who were also Members of the County Council, in both the debate and subsequent vote, was on the basis that the views expressed were preliminary views taking account of the information made available to the Community Council.

The County Councillors reserved their final views on the applications until they were in full possession of all relevant arguments for and against.

- (b) That the County Planning Authority be advised of this Council's observations on the applications submitted to it for consideration, as per the attached schedule.
- (c) There were no planning appeals.
- (d) There were no planning decisions to note.

**328/19 CLERK AND FINANCIAL OFFICER'S REPORT:**

The Clerk and Financial Officer advised that the Council's contribution to the Joint Maintenance Agreement for the months March to June were as follows: March £5,985.71, April £4,781.75, May £4,641.98 and June £4,747.68.

The Clerk also advised that the Council's insurance had been due for renewal on 1<sup>st</sup> June. The Council had entered into a three year deal last year and sought endorsement of the renewal for payment.

**IT WAS RESOLVED TO:**

- Approve and note the costs of the Joint Agreement for March, April, May and June.
- Endorse the 3-year deal entered into with Came and Company local council insurance.

**329/19 DATE AND TIMES OF FUTURE MEETINGS FOR THE MUNICIPAL YEAR 2020/21:**

The Clerk and Financial Officer advised that a further virtual meeting would be held in July with a condensed agenda for urgent business. The annual meeting would be deferred until the Autumn pending any new developments with the Covid.19 pandemic.

**IT WAS RESOLVED:** to note the dates and times of future meetings as set out in the agenda and published on the Council's website.

**NOTE:** Councillor Phil Griffiths thanked Members for their contributions to the Council's first successful virtual meeting. Members collectively agreed that it had been a success and had been content with the new format.