



Pendine Community Council Meeting
Tuesday 5th September 2023
Morfa Bay Adventure

| | | |
|----------|---|------------------------------------|
| 1 | <p>Welcome, Apologies and Introductions :</p> <p>Present: Andrew Shaw (Chair); Emily Bevan-Jones (Clerk); Sara Bruce-Goodwin(Vice Chair); Steve Rundle(Cllr); Hayley Thomas (Cllr).</p> <p>Apologies: None</p> <p>1 Member of the Public present.</p> | |
| 2 | <p>Declarations of Personal Interest:</p> <p>Nothing to declare.</p> | All |
| 3 | <p>To sign as correct minutes of previous meeting:</p> <p>Deferred to next meeting</p> | All |
| 4 | <p>Gap analysis for governance and finance – meeting our legal requirements</p> <p>SBG and EBJ met to compile a Financial calendar to lay out the council's duties over the financial year. The calendar is designed to give the council guidance and assist in the timely submission of certain documents to ensure we are meeting our legal requirements. The document specifically lays out timescales for the council to complete and specifies some helpful information to assist in best practice.</p> <p>Further training was discussed for council members. It was suggested that SBG and EBJ attend “Part two- Local Government Finance” and all remaining councillors attend “Part 1- Local Government Finance”. A training register and training plan have been implemented and it was discussed that this document be reviewed to set out a timescale to ensure all Councillor and the Clerk have all necessary training to allow them to work competently as a council. Official training has been suggested and accepted for the Clerk and quotations are to be sought, discussed and approved in a future meeting.</p> <p>A Gap Analysis is in the process of being completed to ensure the council is meeting the legal obligations required of them. At present a number areas have been raised as priorities including; Planning for the Annual Budget; Annual report laying out the council priorities, activities and achievements; Financial Risk assessment; Employment contracts for employees. The council has received training for the “Code of conduct” and has adopted and approved a Code of Conduct policy. The council has also signed off and approved a NIL return for “Payment to members” for the financial year ending 31st March 2023.</p> <p>Action: Seek template contracts of employment and look in to “expenditure</p> | <p>SBG</p> <p>ALL</p> <p>Clerk</p> |

| | | |
|----------|---|---|
| | powers” to define what the council can and cannot spend on. | |
| 5 | <p>Annual return 2023</p> <p>Due to a mistake submitted by the Internal auditor, the council seeks to rectify and sign off and approve the accounts in the next meeting, with an explanation for late submission.</p> <p>It was requested that a report be available, to compare this year's beach income to date with last year's figures. This will be prepared for the next meeting in September.</p> <p>Action: Clerk to prepare a report comparing beach income.</p> | <p>Clerk</p> <p>SBG</p> |
| 6 | <p>Banking Matters</p> <p>A mandate has been submitted today (5th September 2023) to allow the new Clerk to be added to the banking mandate. It was discussed that all Councillors be given access to banking to ensure that when payments are submitted they can be authorised by two councilors before transactions are complete, in line with best practice.</p> | Clerk/All |
| 7 | <p>Recognition and Thanks</p> <p>AS thanked Steve for his hard work over the summer period acting as the Beach warden. Thanks were also expressed to the Beach collectors for their hard work over the summer period. The Clerk was thanked for work carried out in relation to accounts.</p> | AS |
| 8 | <p>AOB</p> <p>Website:</p> <p>HT has had communication from Nexbyte who provides the software for managing the council website. The software is due to come to the “end of life” in September, which means the vendor will no longer be able to provide security, updates or technical support beyond this expiry. It will be necessary for the council to give approval for the software to be moved over to the new version. Costs are £600 plus VAT which also includes the associated USKINNED license. This means the site will be optimised and “tidied” and have newer components. There will likely be an update required in 2025, however, this would be considerably cheaper than the initial update.</p> <p>West Wales Flounder Festival:</p> <p>AS reminded the council that the West Wales flounder festival is booked for Sunday 10th September 2023. It was discussed to allocate volunteers to help with the management of the event due to the numbers expected to attend. AS will communicate with the event</p> | <p>HT</p> <p>Clerk</p> <p>AS</p> |



| | | |
|-----------|---|--|
| | <p>manager to enable the council to plan further to ensure a good result is achieved.</p> <p>Beach Touch Rugby:</p> <p>Wales Touch Association is holding a beach rugby event on the weekend 16th and 17th September 2023. It was asked that further details are requested from the organiser in order for the council to assist with the management of the event.</p> <p>Action: Clerk to request further information from organiser.</p> | |
| 14 | Date of next meeting: Wednesday 20th September 2023 | |