

# **OVERTON COMMUNITY COUNCIL MINUTES OF ANNUAL GENERAL MEETING 12 May 2020**

**PRESENT:** Cllr Alstead, Cllr Ashton (Vice Chair), Cllr Copeman (Chairman), Cllr Coles, Cllr England, Cllr Hellingman, Cllr Lynch, Cllr Pugh, Cllr Roberts, Cllr Walker and Cllr Whittaker

Clerk

**1. 4563. ELECTION OF CHAIRMAN OF THE COUNCIL**

Cllr Ashton nominated Cllr Copeman, Cllr Hellingman seconded, All in favour

**2. 4564. TO RECEIVE CHAIRMAN DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Copeman accepted the 2<sup>nd</sup> year in office (confirmation would be received via email)/

**3. 4565. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL**

Cllr Alstead nominated Cllr Ashton, Cllr Lynch seconded, All in favour

**4. 4566. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING** – none disclosed

**5. 4567. TO RECEIVE ANY QUESTIONS OR COMMENTS FROM THE PUBLIC ATTENDING THE MEETING** – no representations made

**6. 4568. TO APPOINT A SCHOOL GOVERNOR**

Cllr Ashton was appointed as the School Governor – letter will be forwarded to the Governors advising them of the new appointment.

**7. 4569. TO APPOINT COMMITTEES AND WORKING PARTIES**

- Planning Committee (6) – 1 vacancy
- Cemetery Committee (4) – 1 vacancy
- Playingfield Committee (5)
- Website Committee (3) – Cllr England will join the Committee
- Fete working party (4) – 1 vacancy
- Amenities Committee (5)
- Finance Committee (4)

The current membership will remain the same apart from the addition of Cllr England on the Website Committee.

**8. 4570. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

- Overton United Charities (1)
- Overton Twinning Association (1)
- One Voice Wales (2)
- Wrexham Town and Community Forum (2 on rotation)

The current membership remains unchanged.

**9. 4571. REVIEW OF THE TERMS OF REFERENCES FOR COMMITTEES**

**Resolution: Members reviewed the terms of references.**

**10. 4572. ADOPT PREVIOUSLY REVIEWED STANDING ORDERS**

**Resolution: Members adopted Standing Orders.**

**11. 4573. REVIEW AND ADOPT FINANCIAL REGULATIONS.**

**Resolution: Members reviewed and adopted Financial Regulations**

**12. 4574. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT.**

**Resolution: Members reviewed inventory of land and assets, including building and office equipment.**

**13. 4575. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.**

**Resolution: Members reviewed and confirmed the arrangements for insurance cover.**

**14. 4576. REVIEW AND ADOPT THE COUNCIL'S COMPLAINTS PROCEDURE AND LOCAL RESOLUTION PROTOCOL.**

**Resolution: Members reviewed and adopted the Council's complaints procedure and local resolution protocol.**

**15. 4577. ADOPT INVESTMENT STRATEGY**

**Resolution: Members adopted the investment strategy**

**16. 4578. ADOPT FINANCIAL RESERVE POLICY**

**Resolution: Members adopted the financial reserve policy.**

**17. 4579. TO ACCEPT APOLOGIES FOR ABSENCE**

County Councillor John McCusker

**18. 4580. TO CONSIDER ANY POLICE MATTERS**- currently regular general updates are being emailed to members

**ClIr Pugh advised members that parking on Turning Street to High Street has become an issue again.**

**Action: The Clerk will contact Sgt Luke Hughes to advise him of the issues.**

**19. 4581. COUNTY COUNCIL MATTERS – REPORT EMAILED TO MEMBERS PRIOR TO THE MEETING**

Members noted the report from ClIr McCusker.

**20. 4582. TO NOTE ACTIONS COMPLETED FROM THE MINUTES FROM THE PREVIOUS MEETINGS**

**For information only**

**Recycling Centre update**

- Food waste needs to be weighed separately - The Welsh Government wants to know how much each Local Authority is recycling on all waste streams including food.
- Food is one waste stream that is disposed of the most within the black bin.
- The Pyrex dish is made from a certain type of glass that is hardened and is heat resisted and if it is mixed with normal glass i.e. jars or bottle's effects the process and quality of the recycled material and doesn't blend in.

**21. 4583. TO AGREE AND SIGN MINUTES OF THE PREVIOUS FULL COUNCIL MEETING HELD ON 10<sup>TH</sup> MARCH 2020**

**PLEASE NOTE:** The meeting due to be held on 14th April 2020 was cancelled due to the outbreak of Covid-19.

The minutes of 10<sup>th</sup> March 2020 were agreed and signed.

**22. 4584. TO AGREE AND SIGN MINUTES OF PREVIOUS COMMITTEE MEETINGS – none held**

**23. 4585. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS / DRAFT DOCUMENTS/ MEETINGS RAISED AT LAST MEETING – None attended**

**24. 4586. TO RECEIVE REPORTS / ISSUES FROM**

- a) Update on voluntary/buddie system set up by OCC – Regular updates have been emailed to members. Cllr England thanked Cllr Copeman, Whittaker and the Clerk for their organisation of the Covid-19 response.
- b) Note the issue and recommendations received from the Internal Auditor
  - No issues to report except on Issue 1 from the last audit  
*Financial Regulation 2.2 says that ‘On a regular basis, at least once each quarter and at each financial year end, a member other than the chair (of the council) shall be appointed to verify bank reconciliations (for the accounts) produced by the RFO. The member shall sign the reconciliations and the original back statements as evidence’*

**The Clerk explained the current system: each month the Chair of the Finance Committee signs the bank reconciliation from the accounts and during meetings, some of the bank statements are checked (against invoices). The Chair of the Finance Committee will also sign the bank statements each month to address the issue raised.**

**Resolution: Members noted the issue raised, the recommendation and how it will be addressed.**

- c) Approval of Annual Return

**Resolution: Members approved the Annual Return.**

- d) Update on the Specification of Works and Tender documents for the new Public Toilets – **Cllr Lynch advised that he has been in touch with the Quantity Surveyor. It is hoped that the two documents will be completed before the June meeting – Cllr Lynch to follow up.**

- e) Cost of replacement noticeboard on the High Street – two options provided by Rob Lawrenson – First design £1,250, second design £2,050 – sketches emailed to members prior to the meeting. Budget information supplied to members.

**Resolution: Members voted 7 in favour for design A and 4 in favour of design B – Design A was the option chosen.**

**Resolution: All in favour for some of the Community Chest Grant set aside for the parade this year would be diverted to pay for the new noticeboard (The Social Inclusion Grant received from WCBC for the parade would be rolled over to next year (£2,500)).**

**Action: The Clerk will contact Rob Lawrenson regarding the work and request some flag stones are also laid in front of the noticeboard, as this area gets muddy when it rains.**

**25. 4587. TO RECEIVE ANY CORRESPONDENCE**

- a) 3D Printer donation to support production of PPE for Wrexham Maelor Hospital – thank you email
- b) WCBC – email advising Community Council no payments have been taken from CCs who pay Business Rates on Public Toilets.
- c) Simon Baynes – Acknowledgment Overton Community Council’s response to Covid-19
- d) Supreme Care – Request submitted to reduce invoice as Public Toilets are closed - confirmation that 3 months will not be charged as the toilets are closed.

- e) Katie Piercy – update on the wildflower trial in the Millennium Meadow and the presence of Himalayan Balsam in three areas in Overton - landowner contacted regarding the presents of Himalayan Balsam, a plan of action to remove the plant will be put in place.

**26. 4588. TO RECEIVE PLANNING APPLICATION**

The Planning Committee have been unable to consult on planning application P/2020/0198 as the documentation has not been uploaded on to WCBC Planning website.

**Action: The Clerk will follow this up and contact Cllr McCusker regarding this matter.**

**27. 4589. TO CONSIDER ANY HIGHWAY MATTERS**

Reported

'Stream of water' running down track down to the sewer works

Positive news - Some recent fly tipping was cleared within 24 hours after being reported.

28. **4590. TO RECEIVE AND APPROVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS** - see appendix  
**Information only** - VAT reclaim £1,601.44 (OH4L-PDRE-UOPY) – received.

<b>OVERTON COMMUNITY COUNCIL INCOME 2020/21</b>	<b>£</b>	Opening Balance minus Community Agent Annual Grant	<b>Ringfenced</b>	<b>£</b>
Opening Balance at 1 April 2020	£ 59,790.00	£ 31,210.00	Community Agent Annual Grant ( <b>£61,621.91</b> ) received in two payments, first in March £40k, second in April 2020, £21,621.92). <b>Note £11,420 was paid out in March and £3,328.75 in April</b>	£ 46,873.16
Precept 2020/2021	£ 67,469.00	£ 67,469.00	Reserve (20% of Precept)	£ 13,494.00
Income	£ 1,649.24	£ 1,649.24	Grant and budget towards new public toilets at the Playingfields	£ 11,000.00
<b>Income</b>	<b><u>£ 128,908.24</u></b>	<b><u>£ 100,328.24</u></b>	Community Chest Grant 2019/2020 (Previously known as Solar Panel Contribution)	£ 795.00
			Pavilion improvement funds raised through the Community Chest 2019/2020	£ 500.00
			Parade funds raised through the Community Chest 2019/2020	£ 2,500.00
<b>Less Ringfenced Total</b>	<b><u>£ 75,203.16</u></b>	<b><u>£ 28,330.00</u></b>	Parade money raised through tombola	£ 41.00
<b>Total</b>	<b><u>£ 53,705.08</u></b>	<b><u>£ 71,998.24</u></b>	<b>Total Ringfenced</b>	<b><u>£ 75,203.16</u></b>
	-			
<b>Actual</b> expenditure to April 30th	£ 7,525.18	£ 4,196.43		
Forecast expenditure to YE March 31st	£ 54,504.41	£ 54,504.41		
<b>Expenditure</b>	<b><u>£ 62,029.59</u></b>	<b><u>£ 58,700.84</u></b>		
Reserve for April 2020 to March 2021	£ 13,494.00	£ 13,494.00		
Forecasted balance at YE 31 March 2021	<b><u>£ 5,169.49</u></b>	<b><u>£ 26,791.40</u></b>		

**Resolution:** Approval of income and expenditure proposed by Cllrs Walker, Whittaker and Lynch – all in favour.

29. **4592. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE INCLUDING** – including financial forecast

**Members noted the financial statement and financial forecast to date.**

### **30.4592. TO AGREE ANY MEETING DATES**

Website Committee – Clerk to send out some dates

Cemetery Committee – Current Chair of the Committee to suggest some dates

Amenities Committee – Current Chair of the Committee to suggest some dates

Playingfield Committee – Current Chair of the Committee to suggest some dates

**Please note:** - Any meetings which are non outdoor meetings will be held remotely until further notice.

### **31.4593. TO RECEIVE ANY AGENDA ITEMS FOR THE FULL COUNCIL MEETING AND CONFIRM DATE (9<sup>TH</sup> JUNE 2020).**

- Review and approval new burial form and prices – Cllr Walker
- Consider an event on the day when the fete would have been held – Cllr Copeman

Members thanked Pene Coles, who stepped down as a Community Councillor, for all her had work and dedication over the past few years.

The Chair closed the meeting at 20.24hrs.