



MINUTES OF THE FULL COUNCIL MEETING HELD 1ST FEBRUARY 2024

Present:

Councillors:

Christine Griffiths
 Alun Jenkins
 Alex Jones
 John Ramm
 Sarah Roberts
 Graham Rogers
 Jim Steele
 Linda Subacchi (Chair)
 Steven Vale
 Keith Williams
 Phillip Wynn

Also in attendance:

Lee Jakeman – Locum Clerk

Absent:

Councillor: Graham Wynn

247. **Apologies**

The following apologies were noted: Councillors: Angela Jones, David Jones, Barbara Lloyd, Andrew Ranger and John Williams

248. **Declarations of interest.**

NIL

249. **Minutes**

- a. **RESOLVED: to approve the minutes of the meeting held on 29th January 2024** (which were duly signed by the Chair).
- b. Members noted receipt of the minutes of Staffing Committee meeting held on 15th January 2024.

250. Schedule of Payments.

Members approved a (revised) schedule of payments totalling £37,463.44.

List of Payments (revised) for Approval at Council Meeting 1 Feb 24.

Cheque No/DD	Payee	Description	Net	VAT	Gross
	A J Domestics	Cleaning Maesgwyn 18/12/ to 12/1	£ 204.00		£ 204.00
	A J Domestics	Cleaning Parciau 19/12/to 12/1	£ 204.00		£ 204.00
	Caia Park Partnership	Open Access Youth Service 1st Jan-31st Mar	£ 7,270.79		£ 7,270.79
Paid cheque 4417	Alex Jones	Annual fee for Zoom Jan 24 - Jan 25	£ 129.90	£ 25.98	£ 155.88
Paid cheque 4420	LGRC	Locum (KJ) December 20.5 hours	£ 992.20	£ 198.44	£ 1,190.64
	LGRC	Locum(LJ) December 8.92 hours plus MMA	£ 490.23	£ 98.04	£ 588.27
	LGRC	Initial refundable deposit	£ 6,000.00	£ 1,200.00	£ 7,200.00
	Helen McCarthy SLCC	ILCA Course	£ 120.00	£ 24.00	£ 144.00
	Ann Marie Ruscoe	2 months mobile phone bill & mileage December	£ 46.38		£ 46.38
	S & G Printing	Newsletter November	£ 1,033.97		£ 1,033.97
	S R Electrical	Fixed lighting ready for Xmas Markets	£ 166.00	£ 33.20	£ 199.20
Paid cheque 4425	Viking	Cleaning products for 3 centres	£ 448.25	£ 89.65	£ 537.90
	Wrexham CBC	1/2 yearly insp/repairs play areas Oct to March	£ 7,270.00	£ 1,454.00	£ 8,724.00
	Wrexham CBC	School crossing patrols 1st quarter St Giles	£ 1,499.75		£ 1,499.75
	Wrexham CBC	School crossing patrols 2nd quarter St Giles	£ 1,499.75		£ 1,499.75
D/D	Corona Energy	Maesgwyn Gas	£ 252.64	£ 12.63	£ 265.27
D/D	EDF Electric	Maesgwyn Electricity	£ 223.97	£ 11.20	£ 235.17
D/D	ICO Fee	Data protection annual fee	£ 40.00		£ 40.00
D/D	Konica Photocopiers	Monthly rental	£ 99.06	£ 19.81	£ 118.87
D/D	Konica Photocopiers	Printing for December	£ 70.89	£ 14.18	£ 85.07
	Various	Salaries Dec 23	£ 2,124.10		£ 2,124.10
	HMRC	December Tax NI	£ 66.95		£ 66.95
	LGPS	Pensions Dec	£550.66		£ 550.66
	Various	Salaries Jan 24	£ 2,583.34		£ 2,583.34
	HMRC	January Tax / NI	£ 63.47		£ 63.47
	LGPS	Pension Jan 24	£ 548.43		£ 548.43
	Brickfield Rangers	Football Grant Dec 23	£ 240.00		£ 240.00
D/D	SAGE	Payroll Monthly fee Jan 24	£ 18.16	£ 3.63	£ 21.79
D/D	SAGE	Payroll Monthly fee Feb 24	£ 18.16	£ 3.63	£ 21.79
		Sub Totals	£ 34,275.05	£ 3,181.13	£ 37,463.44

251. Bank Reconciliations.

Members noted that a bank reconciliation has been undertaken as at 31st October 2024, and nominated councilor Sarah Roberts to verify the bank reconciliation against the bank statements prior to the next meeting.

252. Bank Mandate**RESOLVED :**

To add 2 officers of the Council (Lee Jakeman and Helen McCarthy) to the bank mandate(s) for all accounts held by Offa Community Council and for them to be authorised to have access to internet banking for the purposes of making payments authorised by the Council and monitoring account activity.

253. Little Vawnog.

Members considered a report from the Clerk and **RESOLVED:**

- a. That a qualified contractor be appointed urgently to conduct a tree survey (mindful that bird nesting season is approaching) in the area of Little Vawnog owned by Offa Community Council. The tree survey should identify if any trees in close proximity to property/ neighbours require urgent works to be undertaken (because there is risk of damage to people or property).

AND

- b. Delegate authority to the Clerk (in consultation with the Chair of the Council) to commission a competent contractor.

AND

- c. (Should urgent works be identified and bearing mindful that bird nesting season is approaching) To Delegate to the Clerk (in consultation with the Chair of the Council) to commission any such urgent works identified.

AND

- d. The Clerk should write to the Woodwork CIC and thank them for their ongoing efforts and inform them that the Council would look to engage them more formally on wider matters relating to Little Vawnog once the urgent tree works issue is remedied.

254. Casual Vacancy.

- a. Members were advised that the casual vacancy on the Council as a result of the recent resignation of Councillor Palmer had been advertised. WCBC Elections team had advised that there had not been a call for an election and, as such the Council should now look to co-opt to fill the vacancy.
- b. **RESOLVED:** to approve the draft co-option policy (subject to some minor amendments; parish council to be replaced with community council and the removal of the second and final paragraphs regarding canvassing).

255. Public Bodies

RESOLVED: that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

256. Contracts - Inspection and the Maintenance of the Play Areas.

Members considered a report and **RESOLVED:**

- a. To accept the quote of £15,487 +VAT (based on the SLA provided) from WCBC for the inspection and the maintenance of the play areas situated in Offa Community Council.

AND

- b. To authorise the Clerk to sign the SLA on behalf of Offa Community Council.

257. Staffing

Members noted receipt of a confidential Staffing Committee Report from the meeting held on 15th January 2024 in relation to: Staff departures/retirements, recruitment, Terms and Conditions, Staffing Structure.

Meeting closed: 19.24

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