

Peterston-super-Ely Community Council
Cyngor Cymuned a Llanbedr-y-Fro

Minutes of the Finance Sub Committee Meeting held at 7:30pm on Wednesday 2nd March, 2022 remotely on Zoom

Present: Cllr D Field, Cllr J Drysdale, Cllr D Moody-Jones & Cllr A Phillips from Point 11 on the agenda

Also Present: Tor Trundle (Clerk to the Council)

8 Welcome, apologies and declaration of interest

The Chair welcomed everyone and the Clerk confirmed there were no apologies or declarations of interest.

9 Consideration of cutting contract submission

Cllr Drysdale had received the quotes and all had been sent to the Finance Sub-Committee prior to the meeting for consideration.

Quotes had been requested in two lots, one for the Churchyard and Playground and one for the Playing Field.

Three quotes were received for the cutting of the Churchyard and Playground and these costs were reviewed in relation to total annual cost. The quotes ranged from £3545 to £7060

All Sub-Committee members confirmed that the contract should be awarded to FourSeasons for an annual fee of £3545.00

Two quotes were received for the Playing Field cutting and these costs were reviewed in relation to total annual cost. The quotes ranged from £2355 to £3770.

All Sub-Committee members confirmed that the contract should be awarded to Edenvale for a fee of £2355

Action: Clerk to contact Priory Landscapes and confirm that the contract would terminate on 31st March, 2022. Clerk to contact EdenVale and FourSeasons and confirm that they have been successful and that the contract would start on 1st April, 2022.

10 Review grant application from the Village Hall in relation to indoor bowls equipment

The application from the Village Hall had been previously circulated for review. The Sub-Committee felt that the grant would benefit not only the Village Hall but also the users of the indoor bowls equipment. It was unanimously agreed that the grant application would be supported and that the Sub-Committee would recommend the payment of £547.24 to the Village Hall in support.

Action: Clerk to write to the Village Hall to confirm support in respect of the indoor bowls equipment for £547.24

11 To accept and approve the resignation of the Clerk (Cllr Phillips joined the meeting)

The Clerk had previously emailed the Chair and Vice Chair to confirm her resignation from the role of Clerk and RFO for the Community Council. Cllr Moody Jones accepted her

resignation but was sorry to note that she would be leaving the Community Council and thanked her for her time at the Council.

Cllr Phillips confirmed that she would be able to draft the job advert and this would be circulated quite quickly. A discussion was held over where the advert could be placed. It was confirmed that it would be sent to One Voice Wales, The Vale Council and Glamorgan Voluntary Service to circulate via their contacts. The Clerk would add to Social Media channels and contact INDEED to advertise on that platform. The Glamorgan Star would be contacted and a price requested to place an advert.

The timeframe for recruitment was considered and it was decided that the closing date for applications would be 25th March, with shortlisting on 30th March and interviews to be held on 7th April, 2022, in the Village Hall.

Job description and Person Specification would be amended and these would be sent out, following any enquires from the job advert.

Action: Cllr Phillips to draft advert. Diary marker to be set for shortlisting on 30th March, 2022 and Clerk to book village hall for 7th April, 2022.

12 To discuss and approve the interview panel for the Clerk interviews

It was decided that the interview panel would be decided once the applications were received to ensure that there were no conflicts of interest.

13 To discuss and approve the interview questions, the application and shortlisting process.

It was agreed that the interview questions would be used from the previous recruitment.

There being no further business, the meeting closed at 21:00 pm

Chair _____

Date _____