

JEFFREYSTON COMMUNITY COUNCIL
Cyngor Cymuned Jeffreyston

Minutes of the online Teams meeting held on Friday 27th March 2026

It was agreed that during the absence of a clerk, Community Councillor Marie Everall holds the position of Proper Officer and Responsible Financial Officer

1. Chairs welcome - To note all present/apologies for absence

Present

- Chair – Community Councillor Arabella Morgan (AM)
- County Councillor Vanessa Thomas (VT)
- Vice Chair - Community Councillor Helen Mcleod-Baikie (HMB)
- Community Councillor Marie Everall (ME) – A/Clerk and RFO (Minute taker)

Absent

- Community Councillor Marie Rogers (MR)

Declarations of interest: None Declared

****Exclusion of the Press and the Public. Council resolved that the press and the public be excluded from the next items of business due to the confidential nature of the business to be transacted.***

2. Clerk/RFO Interviews

Resolved: Following the interviews held on Friday 20th March, the council resolved that the post of Clerk/Responsible Financial Officer be offered to Miss K Hodgson on the basis of working an average of 20 hours per month on a salary in accordance with LC1 Salary Grade Point 6, commencing on the 6th of April 2026. Offer Letter / References and Employment Contract to be issued (ME)

3. HMRC/PAYE

Resolved: Members considered the two quotes received to do the work required in order to meet the statutory requirements of HMRC that the former employee failed to fulfil. They resolved to accept the quote and enlist the professional services of Real Time Financial. VT volunteered to collate the past three years of information required for RTF to submit all outstanding PAYE submissions to HMRC.

4. 2024/25 and 2025/26 Audits

Resolved: Members discussed the 24/25 overdue audit. ME advised that she was in regular communication with Audit Wales who are fully aware and appreciate the circumstances and reasons for the late submission. She advised that contact had been made with the Council's insurers and the next course of action on the overdue return will depend on the outcome of the enquiries.

The paperwork for the 25/26 financial year is yet to be received. The 25/26 return is due for submission to Audit Wales by 30.06.26.

5. JCC Property

Resolved: Following a prolonged period during which the council made repeated efforts to recover equipment and crucial financial records, without a result, members felt there was little alternative but to resolve to accept the quote and engage the professional services of Lewis Lewis & Co. This decision was made in order to progress the situation and ensure outstanding items can be retrieved efficiently. ME to liaise with Lewis Lewis & Co

6. Procurement of Replacement Laptop

Resolved: The laptop recently returned to the council was found to be unsuitable for official use, as it contained a considerable amount of data unrelated to JCC. Given the complexities involved in sorting through this information and ensuring proper separation, members agreed that this process should not be rushed. It was therefore resolved that, owing to these circumstances, the council would need to procure a replacement laptop for the new Clerk/RFO. HMB volunteered to undertake research and provide recommendations for a suitable device to meet the council's requirements.

Meeting closed 20.50 hrs.

Signed Chair

Signed Clerk

Date