

A.G.M. Minutes of Llanarmon yn Ial Community Council

6th May 2020 7pm via ZOOM

1. Present: (Chair) Paul Burkhill (Vice) Dave White, Cllrs: Martyn Holland, Susan Jones, Rod Elms, Darren Pollard, Brian Jones, Gillian Nash, Joy Enston. (Clerk) Norma Wright

Apologies : May Kingsley-Williams (internet problems)

2. Declaration of Acceptance of Office: Chair signed the Declaration of Acceptance of Office.

3. Election of Chair: Paul Burkhill as Chair. Prop: R Elms, Sec: J Enston. **Resolve:** Council voted in favour. Council thanked Paul for all his work over the previous year as Chair.

4. Election of Vice Chair: Dave White as Vice Chair. Prop: P Burkhill, Sec: R Elms
Resolve: Council voted in favour.

5. Annual Public Meeting; Open to the Public. No Members of the public attended:
Code to attend was available via the Clerk.

6. Code of Conduct: Resolve: Adopted and all members had signed the code on acceptance of office.

7. Register of Members' Business Interest & Gifts: Councillors aware of the need to continually update the Clerk and the £25 declaration for gifts to be registered.

8. Confirmation of Minutes: A.G.M.1st May 2019 Confirmed by the Council and signed as a correct and true record by the Chair.

9. Matters Arising from 2019 Minutes: not on the agenda. None

10. Chairman's Thanks: P Burkhill thanked the Clerk Mrs. Norma Wright for her efficiency and hard work throughout the year. County Councillor Martyn Holland was sincerely thanked for his amazing hard work. For the excellent, continual Covid newsletters/updates and always being available throughout the year for the whole of our community. All volunteers were thanked; for running the community shop and others for looking after friends and neighbours within our community especially during this Covid period.

11. GDPR Regulations; adhered to and to be in the new website when developed.

12. Financial Regulations: An official order or letter shall be issued for work, goods and services over the value of £250; unless a formal contract is to be prepared or an official order would be inappropriate. **Resolve:** Council voted in favour and to adopt.

13. Reviewed the Standing Orders. Resolve: Council voted in favour and to adopt.

14. Finance Matters:

a. Reviewed the Annual Governance Statement; Council confirmed responsibility for ensuring there is a sound system of internal financial control. Confirmed the Financial Summary and Actual Governance Statement is properly prepared following the bank reconciliation and accounts being reviewed. All expenditure decisions are made within the existing powers and minuted. Council has provided proper opportunity for the electors to view the accounts. All subscriptions and services such as J D H Business Services, are reviewed. They will continue as internal auditor; being a suitable qualified, independent company, with an approved audit plan and confirmed in the letter of engagement. The External Auditor's report on return will be discussed with an action plan if required; confirmed White Oak Services Contract to be for 3 years until March 2021. **Resolve:** Council voted in favour and to adopt.

b. Reviewed the Council's Policy on Reserves: in Respect of balances carried forward at 31st March year ending. Reviewed Earmarked and non Earmarked Reserves. Accounts are detailed showing reserves for capital planned expenditure (in the Five Year Plan). Council is confident the balances of all reserves carried forward are in line with their requirements for future capital projects and their ring-fenced reserves are appropriate. They are taken into consideration when setting the Precept. **Resolve:** Approved and adopted as a true and correct record by the Council.

c. Annual Accounting Return for year ending 1st April 2019 - 31st March 2020 Each Councillor is issued with a printed complete set of the Annual Return;. The appointed Proper Officer/ Responsible Financial Officer /Clerk Mrs N Wright went through every page/ and item. **Resolve:** Approved and adopted as a true and correct record by the Council.

d. Reviewed S137 Expenditure limit is £8.32 for 2020/2021 per elector. Nil return

e. The Statement of Variance: Resolve: Approved and adopted as a true and correct record by the Council.

f. Investment Strategy Statement: Resolve: Reviewed and adopted.

g. Funeral charges reviewed. Remain unchanged and children under 18years no charge: **Resolve:** Approved and adopted.

h. Land Rent charges reviewed. Resolve: Approved and adopted

15. Review of Inventory of Fixed Assets: including Land, Building, Office & Outdoor Equipment

Asset Register had been updated with all new purchases added. **Resolve:** Council voted in favour and to adopt the Register.

16. Review of the Effectiveness of Internal Financial Risk Assessment and Controls:

Council confirmed Annual Financial Risk Assessments had been carried out. Council examined the internal risk financial reports; printed quarterly accounts confirming actual expenditure against budget being regularly reported. **Resolve:** Council voted in favour and to adopt.

17. Annual Risk Assessment Policy/ Statement & Schedule. An Annual Risk Assessment of all LCC fixed assets had been carried out in line with insurance requirements and reported to council. **Resolve:** Council voted in favour and to adopt.

18. Reviewed Insurance Policy: Policy with Zurich a three-year contract period; identified insurable risks for appropriate and adequate cover of public and employers liability. **Resolve:** Council voted in favour and to adopt.

19. The Clerk's Annual Review: Payroll: Pension, Office; Clerk's Review was completed. Council had approved an annual 3% raise, plus agreed the updated expenses, from 1st April. Council agreed to pay the satellite monthly charges for the internet. Council acknowledged that 'not spots' are a problem in many parts of our rural community. Jones & Graham will continue to provide payroll services, as an efficient service is provided; charges agreed. The Council is aware of Legal Pension Requirements for staff. **Resolve:** Council voted in favour and to adopt.

20. Reviewed Chair's & Deputy Chair's Allowance /Members Mandatory Allowances: Each councillor had decided to vote for no allowances to be allocated; but to be discussed each year for the Precept. Councillors' expenses in advance (with receipts) will be considered when requested; Responsibility Payments; Financial loss Allowance; Costs incurred in respect of travel and subsistence; Care Allowance. Return of Members Allowances (NIL) will be sent to Independent Remuneration Panel for Wales no later than 30th September following the end of the financial year.

21. Reviewed Weekly Inspection of Llanarmon Skate Park & Play Equipment. Council wished to thank Gareth Bryan for his voluntary services of checking weekly the Llanarmon playing field equipment; with a monthly emailed report. This conformed to the insurance requirements.

22. Election of Finance Advisory Committee & Terms of Reference: Minimum of two per financial year. P Burkhill (Chair),D White (Vice),S Jones, M Holland, R Elms. **Resolve:** Council voted in favour to adopt.

23. Reviewed Bank Account Mandate - signatories: Authorised Officers P Burkhill, M Holland, N Wright, S Jones and R Elms.. **Resolve:** Council voted in favour to adopt.

24. Fireworks Rep & Group & Terms of Reference; Rod Elms the council representative, together with members of the public (who are volunteers) may elect their own Chair; reporting verbally back to L.C.C. They will meet when required but usually a minimum of once a year. **Resolve:** R Elms & M Holland represent L.C.C. as H. & S. Officers for all Bonfire/ Fireworks issues; being fully aware of the insurance requirements. Then encouraging and assisting in the clearing of the debris left after the event. P Burkhill Chair and D White Vice signified they did not wish to serve on this group.

25. Risk Assessment Officers: P Burkhill (Chair of all Risk Assessments), G Nash, M Kingsley-Williams (Llanarmon);. D Pollard (Eryrys); P Burkhill (Graianrhyd) R Elms Playing Filed, Bonfire/Fireworks. **Resolve:** Council voted in favour and to adopt. All completed Risk Assessment Files should be completed in May then discussed at the June meeting, when possible.

26. Playing Field. Fund Raising & Advisory Groups; meet when required: **Llanarmon** is yet to be established, but when it is R Elms (Chair) B Jones (Vice), M Holland, J Enston plus three members of the public. P Burkhill Chair and D White Vice signified they did not wish to serve on this group. **Graianrhyd Community Field:** P Burkhill (Chair), S Jones, M Holland. **Resolve:** Council voted in favour to adopt.

27. Election of Quarry Liaison Committee & Terms of Reference- advisory meetings as and when required: P Burkhill, D White, D Pollard, B Jones, M Holland. **Resolve:** Council voted in favour to adopt.

28. Election of Social Media/ Electronic Communications Advisory Committee & Terms of Reference: Meet when required. Chair, M Holland, S Jones, R Elms member of the Public J Hanahoe as Webmaster. P Burkhill Chair and D White Vice signified they did not wish to serve on this committee; **Resolve:** Webmaster to receive an annual honorarium of £100. Council voted in favour to adopt.

29. Election of two ‘One Voice Wales’ Representatives: Only one Councillor volunteered R Elms. **Resolve:** Council voted in favour to adopt.

30. Reviewed and adopted: - Complaints Procedure; Policy of Unacceptable Actions by Individuals; Publication Scheme; Information Available Under the Freedom of Information Act; Policy for Equal Opportunity Race Equality & Cultural Diversity; Whistle- blowing Policy; Welsh Language Policy; Admission of the Public & Press to Meetings; Retention & Disposal Policy; Responsibilities & Information & Data Protection Policy; The Management of Transferable Data Policy; Social Media & Electronic Communication Policy; Privacy Notice; Terms of Reference for Committees/sub-committees; Employment Policies & Procedures; Protocol on Members & Officer Relations; Self Regulatory Protocol for Community Councils: **Resolve:** All reviewed, approved and adopted by resolution of the Council. Prop. P Burkhill Sec. D White.

All minutes are draft until signed by the Chair.

The meeting ended at 9.55pm.

Signed Dated6..5.20.....

