

A.G.M. Minutes of Llanarmon yn Ial Community Council 5th May 2021 7pm via Zoom

Chair requested everyone turned off their microphone when not speaking.

1. Present:(Chair) Paul Burkhill (Vice) Dave White, Martyn Holland (County Councillor), Rod Elms Susan Jones, Darren Pollard, Brian Jones, May Kingsley-Williams, Gillian Nash, (Clerk) Norma Wright
Apologies : Joy Enston (working)

2. Election of Chair: Paul Burkhill as Chair. Prop: M Kingsley-Williams Sec: G Nash. **Résolve:** Council voted in favour. Council thanked Paul for his work over the previous year as Chair.

3. Election of Vice Chair: Dave White as Vice Chair. Prop: P Burkhill, Sec: B Jones
Resolve: Council voted in favour. Council thanked Dave for his work over the previous year as Vice Chair.

4. Declaration of Acceptance of Office: Chair will sign the Declaration of Acceptance of Office.

5. Annual Public Meeting; Open to the Public via zoom (Code to attend available via the Clerk)
Mr Hugo Watts attended:

6. Code of Conduct: Résolve: 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. The importance of all declarations of interest and declaration for gifts received over the value of £25 to be registered.

8. Confirmation of Minutes: A.G.M. 6th May 2020 Prop. M Holland Sec. S Jones
Confirmed by the Council and signed as a correct and true record by the Chair.

9. Matters Arising from AGM 2020 Minutes: not on the agenda. None

10. Chairman's Thanks: P Burkhill thanked the Clerk 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. Thanks to S Jones for setting up the Graianrhyd 'WhatsApp' Group and volunteers involved with Eryrys/ Llanarmon Groups during this Covid period. A written Annual Report must be produced for next year's AGM.

11. Reviewed Insurance Policy: Policy with Zurich a three-year contract period; identified insurable risks for appropriate and adequate cover of public and employers liability. Zurich stated for calcification for the internal auditors' comments 2020/21 on Risk Assessment they do not provide cover on Procurement Fraud. **Resolve:** Council voted in favour and to adopt.

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 prepared or an official order would be inappropriate. **Resolve:** Council voted in favour and to adopt the Financial Regulations.

13. Reviewed the Standing Orders. Updated with WAG amendments being included. **Resolve:** Council voted in favour and to adopt.

14. Finance Matters:

a. i. Reviewed the Annual Governance Statement; Council confirmed responsibility for ensuring there is a sound system of internal financial control. Confirmed the Financial Summary and Annual 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.

Resolve: Prop: M Holland Sec: S Jones Council voted in favour and to adopt.

ii. The appointed Proper Officer/ Responsible Financial Officer /Clerk is Mrs N Wright

iii. J D H Business Services, 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.

iv. All maintenance quotations had been considered for the Precept; confirmed White Oak Services Contract had been renewed for a further three years for grounds maintenance until March 2024. Council stated the grounds were all well kept and pleased with the standard of work.

b. Reviewed the Council's balances carried forward at 31st March year ending, planned capital expenditure including Earmarked and non Earmarked Reserves. Accounts are detailed showing reserves for capital planned expenditure (listed in the Five Year Plan). Council is confident 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:** Prop. P Burkhill Sec: R Elms. Approved and adopted as a true and correct record by the Council.

c. Annual Accounting Return for year ending 1st April 2020 - 31st March 2021 Each Councillor issued with a printed complete set of all account and the Annual Return (on website). **Resolve:** Approved and adopted.

d. Reviewed S137 Expenditure. The limit is £8.41 for 2021/2022 per elector.

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

f. Investment Strategy Statement: Resolve: Prop. D White Sec: R Elms Approved and adopted.

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

h. Land Rent charges reviewed: Remain unchanged. **Resolve:** Prop. P Burkhill Sec: R Elms Approved and adopted.

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

Asset Register had been updated with all new purchases added. **Resolve:** Council approved adopted the Register.

16. Review of the Effectiveness of Internal Financial Risk Assessment and Internal Control Procedures; With Internal Audit Report Comments.

The Financial Risk Assessment and internal control procedures had been carried out; reported to Council and approved. Confirmed the examination of the financial risk report; printed quarterly accounts confirming actual expenditure against budget. The Internal Auditors Report was presented; the Risk Assessment will cover Procurement Fraud. **Resolve:** Council voted in favour to accept and approved. Prop. M Holland Sec: D White

17. Annual Risk Assessment Policy/ Statement & Schedule. Resolve: Council voted in favour and to adopt.

18. Election of Councillors for Defibrillators monthly checks; confirmation of checks will be emailed to the Clerk, with details any problems found.

Canolfan Dewi Sant, Eryrys - D Pollard: Graianrhyd -S Jones: Llanarmon Shop-Richard; Llanarmon Old School Room - M Kingsley-Williams.

19. The Clerk's Annual Review: Payroll: Pension, Office; Clerk's Review was completed. Council had approved (Feb Meeting page 275) the new pay scale rise LC2 20 (18-23), plus agreed the updated home office expenses to be paid as from 1st April 2021. 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. Prop: R Elms Sec; D White

20. Reviewed Chair's & Deputy Chair's Allowance /Members Mandatory Allowances: Individually councillors decided for no allowances to be allocated; but they will be discussed each year for the Precept. Agreed that Councillors' expenses (in advance and with receipts) will be considered when requested; The '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 Honorarium. Council thanked Gareth Bryan for his voluntary services of checking weekly the Llanarmon playing field equipment. This conformed to the insurance requirements. As Precepted the honorarium should continue.

22. Election of Finance Advisory Committee & Terms of Reference: Minimum of 2 meetings each financial year; P Burkhill (Chair), D White (Vice), S Jones, M Holland, R Elms. **Resolve:** Council voted to adopt.

23. Reviewed Bank Account Mandate - signatories: Authorised Officers (any two for cheques, Chair for debit card payments) R Elms, P Burkhill, M Holland, S Jones, N Wright. D White to sign bank statements and reconciliation. **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) will elect their own Chair; reporting verbally back to L.C.C. They 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 aware of 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), M Kingsley-Williams, M Holland, J Enston (Llanarmon); D Pollard (Eryrys); P Burkhill (Graianrhyd) R Elms Playing Field, 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 each year.

26. Graianrhyd Community Field Councillors: meet when required (Chair) P Burkhill, S Jones, M Holland. **Resolve:** Council voted in favour to adopt.

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

28. Election of Social Media/ Electronic Communications Advisory Committee & Terms of Reference: meet when required. Chair: S Jones, R Elms, M Holland and members of the public. P Burkhill Chair and D White Vice signified they did not wish to serve on this committee; **Resolve:** Council voted in favour to adopt.

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

30. Environmental Wales Act 2016: LCC Environment Report & Action Plan will be on the June agenda. A Litter picking group in Graianrhyd has been formed by residents. Clerk stated if LCC were to become involved a risk assessment is required, with responsibility for supervision, and correct equipment issued in-order to gain insurance cover.

31. Reviewed and adopted: -Clerk explained that following Brexit all references to GDPR had to be changed to Data Protection Act 2018 but nothing else needed changing. Councils documentation had been updated;- 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: Pledge to support the Zero Racism Wales Initiative & Policy

Resolve: All had been 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 8.30pm.

Signed Dated2.6.21.....