

A.G.M. Minutes of Llanarmon yn Ial Community Council
11th May 2022 7pm Canolfan Dewi Sant and via Zoom

- 1. Present:**(Outgoing-Chair) Paul Burkhill, zoom -Susan Jones (New Chair), Darren Pollard (Vice), Michelle Woodburn, Katie McDonald, Norma Wright (Clerk) Apologies: none
- 2. Election of Chair:** Susan Jones as Chair. Prop: D Pollard Sec: K McDonald. **Resolve:** Council thanked Paul for his work over more than 30 years on the council.
- 3. Election of Vice Chair:** Darren Pollard as Vice Chair. Prop: M Woodburn Sec: K McDonald
Resolve: Council sincerely thanked Dave White for his 20 years of service.
- 4. Declaration of Acceptance of Office:** Councillors present signed their Declaration of Acceptance of Office. S Jones will sign her copy.
- 5. Code of Conduct:** **Resolve:** Adopted and members signed their code of conduct on acceptance of office. S Jones will sign her copy.
- 6. Annual Public Meeting; Also open to the Public via zoom** (Code to attend via zoom is available via the Clerk) Dr Hugo Watts attended:
- 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 of gifts received over the value of £25 to be registered.
- 8. Confirmation of Minutes:** A.G.M. 5th May 2021 Prop. D Pollard Sec. S Jones Confirmed and will be signed as a correct and true record by the Chair.
- 9. Matters Arising from AGM 2021 Minutes: not on the agenda.** None
- 10. Chair's Annual Report 2021-2022:** Annual Report was accepted and adopted Prop: P Burkhill Sec: D White. This was presented in the April 2022 meeting due to so many councillors not re-standing- this is on the webpage.
- 11. Reviewed Insurance Policy:** The Policy with Zurich identified insurable risks for appropriate and adequate cover of public and employers liability. **Resolve:** Clerk had gained quotations from other companies, before recommending the 5 year contract 1.6.22 -31.5.27 with Zurich. Prop: D Pollard, Sec: S Jones. 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:** Prop: D Pollard Sec: S Jones. Council voted in favour and to adopt the Financial Regulations.
- 13. Standing Orders:** Reviewed. **Resolve:** Prop: D Pollard Sec: S Jones. 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: D Pollard 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, for grounds maintenance had been renewed 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. 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. S Jones Sec: D Pollard. Approved and adopted as a true and correct record by the Council.

- c. Annual Accounting Return for year ending 1st April 2021 - 31st March 2022. Resolve:** Following receipt and discussion of the internal report. Prop: S Jones Sec: D Pollard to approve and adopt the return.
- d. Reviewed S137 Expenditure.** The limit is £8.82 for 2022/2023 per elector.
- e. The Statement of Variance:** Figures and details. **Resolve:** Prop. S Jones Sec: D Pollard. Approved and adopted as a true and correct record by the Council.
- f. Investment Strategy Statement: Resolve:** Prop. S Jones Sec: D Pollard. Approved and adopted.
- g. Cemetery Charges:** Council agreed to continue supporting the WAG of not charging for local children's burials, up to the age of 18. As agreed for the Precept to increase the Burial Charges by 2%, as they had remained unchanged since 2018. **Resolve:** Approved and adopted.
- h. Land Rent charges reviewed:** Rents charged for grazing land will be reviewed at the next Precept meeting for 1st January 2023. **Resolve:** 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 covers Procurement Fraud. **Resolve:** Prop. S Jones Sec: D Pollard. Council voted in favour to adopt.

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

18. The Clerk's Annual Review: Payroll: Pension: Expenses. Clerk's Review was completed. Council had approved the new pay scale rise, plus agreed the updated home office expenses to be paid as from 1st April 2022. 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. S Jones Sec: D Pollard.

19. Weekly Inspection of Llanarmon Field Skate & Play Equipment Honorarium. Council thanked Gareth Bryan for his voluntary services of weekly checking the Llanarmon playing field equipment, then sending a detailed report. This conformed to the insurance requirements. As Precepted the honorarium will continue. Council voted in favour. Prop. S Jones Sec: D Pollard.

20. Reviewed and adopted: - Clerk explained that following Brexit all references to GDPR had to be changed to Data Protection Act 2018. Council's 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. S Jones Sec: D Pollard.

All minutes are draft until signed by the Chair. The meeting ended at 9pm.

Signed Dated1.6.22.....