

A.G.M. Minutes of Llanarmon yn Ial Community Council
7th June 2023 6.30pm Canolfan Dewi Sant and via Zoom

- 1. Present:** Susan Jones (Chair), Darren Pollard (Vice), Richard Rogers, Kevin Ford, Simon Garrett, Simon Kane, Norma Wright (Clerk) Apologies: none
- 2. Election of Chair:** Susan Jones accepted the office as Chair. Prop: D Pollard Sec: K Ford. Council voted in favour. There were no votes against or abstentions and the motion was carried.
- 3. Declaration of Acceptance of Office:** Chair signed her Declaration of Acceptance of Office form.
- 4. Election of Vice Chair:** Darren Pollard accepted the office as Vice Chair. Prop: R Rogers Sec: S Garret. Council voted in favour. There were no votes against or abstentions and the motion was carried.
- 5. Open to the Public Meeting:** (Code to attend via zoom is available via the Clerk). There were no requests to join by video conference. Mrs. Anne Mellor, Lay Member of the Standards Committee and an Observer attended. Member of the Public: Dr Hugo Watts.
- 6. Reaffirming the Code of Conduct: Resolve:** Prop: R Rogers Sec: S Garret. Council voted in favour. There were no votes against or abstentions and the motion was carried
- 7. Register of Members' Business Interest & Gifts:** Councillors aware of the need to continually and fully update the Clerk, on all details involving member's business interests. The importance of full declarations of interests and declaration of gifts received over the value of £25 to be registered.
- 8. Confirmation of Minutes:** A.G.M. 5th May 2022 Prop: D Pollard Sec: S Jones. Confirmed and signed as a correct and true record by the Chair.
- 9. Matters Arising from AGM May 2022 minutes not on the agenda.** None
- 10. Community Council's Annual Report.** Adopted and on the website.
- 11. Reviewed and adoption of Financial Regulations.**

Council required it minuted their rationale for the departure from complying with its own Standing Orders and Financial Regulations, is due to appreciating the community being so rural it is extremely difficult and at times impossible (also time delaying) to always gain several quotes for smaller much-needed maintenance/repair /labour works. Council has assessed the risks arising, and is satisfied that value for public money is being gained in the cases when White Oak Property Services carry out the required maintenance/ repair/ labour work in the community; acting as the 'Community Linesmen'. Their charges are found to be continually the most competitive and their work of a high standard. Prop: K Ford. Sec: S Garrett. Council voted in favour for such departures and clear approval was given. There were no votes against or abstentions and the motion was carried.

Financial Regulations: Reviewed and adopted; **Orders:** 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.
- 12. Reviewed and adoption of the Standing Orders:** Prop: K Ford Sec: R Richards; Council voted in favour. There were no votes against or abstentions and the motion was carried
- 13. Finance Matters: The appointed Proper Officer/ Responsible Financial Officer /Clerk** is Mrs N Wright.
 - a. Reviewed and adoption of the Annual Governance Statement;(also discussed April 5th minutes, page 374)
 - b. Reviewed and adoption of the Council's Policy on Reserves:-balances carried forward at 31st March year ending. With earmarked and non-earmarked Reserves;
 - c. Annual Accounting Return for year ending 1st April 2022 - 31st March 2023;(also discussed April 5th 374)
 - d. S137 Expenditure limit and expenditure incurred under the Wales Power of Well Being. 2023/2024 is £9.93 per electorate;
 - e. Council Tax base for our community council area;
 - f. Reviewed and adoption of The Statement of Variance ; (also discussed April 5th minutes page 374)
 - g. Reviewed and adoption of the Investment Statement;

h. Reviewed & confirmed of the Council's payments/ subscriptions to other bodies: One Voice Wales: SLCC: Information Commissioners Office - ICO (Direct Debit payment). J D H Business Services will continue as internal auditor; being a suitably qualified, independent company, with an approved audit plan; as confirmed in the letter of engagement.

i. Grounds Maintenance quotations had been considered for the Precept; confirmed White Oak Services Contract, for grounds maintenance ends March 2024. Then the contract will be advertised for new quotes 2024-2027. Council stated the grounds were all well kept and pleased with the standard of work.

Resolve: Finance Matters Prop: S Kane Sec: S Garrett. Council voted in favour. There were no votes against or abstentions and the motion was carried

14. Review the Values of Fixed Assets; inventory of land, building, office and outdoor equipments as listed in the Assets Register. Prop: D Pollard Sec: K Ford. Council accepted the values and voted in favour. There were no votes against or abstentions and the motion was carried

15. Election of Assets Risk & H&S Assessment Officers: Chair will review all Risk Assessment Schedules.

a. Graianrhyd: S Garrett b. Eryrys: D Pollard c. Llanarmon Village: R Rogers. **H&S Assessment Officer/ Warden:** G Bryan for Llanarmon Field. Prop: R Rogers Sec: S Garrett. Council voted in favour. There were no votes against or abstentions and the motion was carried

16. Review of the Effectiveness of Internal Financial Controls & Internal Auditor's Report

The Financial Risk Assessment and internal control procedures had been reviewed. Confirmed the examination of the financial risk report; printed accounts circulated, confirming actual expenditure against budget. The Internal Auditors Report is also on council webpage; the Risk Assessment covers Procurement Fraud. Prop: D Pollard Sec: K Ford. Council accepted and voted in favour. There were no votes against or abstentions and the motion was carried

17. Annual Risk Assessment Policy/ Statement & Schedule reviewed and adopted; Planning procedures for identified risks, include the minutes and website. As part of this risk assessment the insurance policy with BHIB had been reviewed and identified insurable risks for appropriate and adequate cover of public and employers liability. Recommendation for payment of £914.38 for the policy by the RFO on 3rd May (minuted page 376) in order to have continual insurance cover was agreed as correct. Prop. S Jones Sec: D Pollard. Council voted in favour. There were no votes against or abstentions and the motion was carried.

18. Election of Councillors/ Representatives for (a) Defibrillators and (b)Kiosks (c) CCTV- monthly checks; (a)Eryrys: D Pollard, Graianrhyd: S Jones, Llanarmon Shop: Martin, (volunteer) Mobile Llanarmon Old School Room: Sue Hanahoe

(b) Eryrys: K Ford, Graianrhyd: S Jones

(c) Llanarmon Shop: R Rogers

19. a. Clerk's Annual Review /Expenses; Pension Requirements

Staffing Committee Chair and Vice Chair: Clerk's annual review was completed. Council agreed to increase the Clerk's hours, to 10 hours per week; along with the increase in rate of pay. (*Part 2 for details*): Council agreed to continue with Jones & Graham Payroll services (with notified increased charges), as they are reliable and suitably qualified. **Resolve:** Prop. S Jones Sec: D Pollard. Council voted in favour to adopt.

20. a. Reviewed Chair's & Members Mandatory and Non Mandatory Allowances & Remuneration Policy:

b. Schedule of Members Remuneration: adopted. Council voted in favour. Prop. S Jones Sec: D Pollard

c. Training Plan: Councillors reminded to continue with their training.

21. Weekly Inspection of Llanarmon Field Skate & Play Equipment Honorarium. Council agreed to continue the honorarium of £100 per annum, and thanked Gareth Bryan for his extra voluntary services, and weekly checking of Llanarmon playing field equipment, then sending an excellent detailed report. This conforms to the insurance requirements. As Precepted the honorarium will continue. Council voted in favour. Prop. S Jones Sec: D Pollard

22. Election of Finance Committee, and Community Development Committee: Council agreed to suspend these committees until there are additional members. All financial, and development matters will be discussed by the whole council. Council voted in favour. Prop. S Jones Sec: D Pollard

23. Review Bank Account Mandate: - Signatories of cheques: N Wright, S Jones, and D Pollard – to remain, plus two other members. Internet, Payment Schedules, and Bank Statements checked by D Pollard. Card payments checked by S Jones. All payments are minuted.

24. Representative for Village Bonfire & Fireworks Event –preparation and on the evening: Bonfire clearance H&S: K Ford with volunteers from the village.

25. Dates of Meetings for 2023-2024: being the first Wednesday of each month except August when there would not be a meeting; and January if the snow is deep and the roads are dangerous. Prop: K Ford Sec: S Kane. Council voted in favour. There were no votes against or abstentions and the motion was carried

26. Reviewed rents; for Hearse House, grazing land and Cemetery Fees.

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.

Land Rent charges reviewed: Rents charged for grazing land will be reviewed at the next Precept meeting.

Resolve: Approved and adopted. Prop: R Rogers Sec: S Garrett. Council voted in favour. There were no votes against or abstentions and the motion was carried.

27. Election of Quarry Liaison Committee: Council agreed to no longer have a committee; Chair to be contacted.

28. Election of Social Media/ Electronic Communications Advisors: (Chair) S Jones, K Patterson.

29. Election of Two ‘One Voice Wales’ Representatives: R Rogers.

30. Election of AONB Champion: S Kane, K Ford.

31.Reaffirming and adoption of Council’s Policy Documents: Prop. S Jones Sec: D Pollard. Council voted in favour. There were no votes against or abstentions and the motion was carried. Copies for the public are available on request, if not already on website. www.llanarmon.com

Co-option of Councillors Policy

Delegation Policy:

Habitual & Vexatious Complaints Policy

Language Policy

Complaints Procedure: Whistle- blowing Policy

Policy of Unacceptable Actions by Individuals

Publication Scheme: For Information Available Under the Freedom of Information Act

Policy for Equal Opportunity, Diversity, Race& Cultural Inclusion

Admission of the Public & Press to Meetings

Document Retention & Disposal Policy

Responsibilities / Information & Data Protection Policy;

Social Media & Electronic Communication Policy

Privacy Notice for Website and Correspondence Policy

Terms of Reference for Committees/sub-committees

Employment Policies, Sickness & Procedures

Disciplinary Policy: Grievance Policy

Self Regulatory Protocol for Community Councils

Protocol on Member & Officer Relations

Local Resolution Protocol: H&S Policy

Expenses Policy: Sickness Policy: Grievance Policy

32. AOB -None.

All minutes are draft until signed by the Chair. The meeting ended at 9.30pm.

Signed Dated