

CYNGOR CYMUNED LLAN LLŶR/LLANYRE COMMUNITY COUNCIL

The Annual Meeting of Cyngor Cymuned Llan Llŷr/Llanyre Community Council was held at Llanyre Church Hall on **Tuesday, 21st May, 2019.**

Present : Cllrs: M Watkins, T Field, P Stevenson, S Jones, L Smith, G Rees
County Councillor Claire Mills

Welcome by the Chairman: GR thanked everyone for attending and opened the meeting at 7pm

1. **Apologies for absence:** a message from Cllr Lewis of expected late arrival (due to delayed train). Cllrs S D Powell. M Davies
2. **Matters of Interest** on Agenda as per Code of Conduct – None declared.
3. **Minutes of the previous Annual Meeting held on 15th May 2018:** Agreed, and signed by the Chairman as a correct record of the Annual Meeting held on 15th May 2018.
4. **Matters arising from Minutes of AM held on 15th May 2018:** It was noted that although the Standing Orders were not reviewed at that meeting they had been the reference for all meetings during the past year. Copies of Standing Orders had been circulated with this Agenda and would be discussed under item 8.
5. **Outgoing Chairman's Report:** The Chairman thanked the Members and the Clerk for their support during his year in office. He gave a brief verbal report of achievements during the past year including the introduction of the Donation and Awards Policy, the ongoing Review of Governance, the implementation of Contract Tendering and the good progress towards the development of community responsibility to work with the Community Council (in its capacity as Custodial Trustee of NoW Community Hall) to undertake day to day management of the hall. He was also pleased that the Community Council had been able to part fund the 1st phase improvements to Llanyre Church Hall. He noted that it was not without careful thought that the precept had been increased but this reflected the increased cost of service delivery particularly in respect of the public toilets. However, a great deal of what the Community Council was able to achieve was due to the commitment of people to undertake things voluntarily, he cited Cllr S Jones as an illustration of active volunteering, thanking him for his practical community action, for example maintaining and painting the outdoor seats. The Chairman's report was unanimously supported.
6. **Appointment of Officers:** (a) Chairman (b) Vice-Chairman - All appointments are until May 2020. GR had advised members before the meeting of his intention to stand down as Chairman. He indicated a willingness by Cllr H Lewis to take the Chair for the coming year. Members thanked Cllr. Rees for his work and commitment during his term of office. In his absence HL was proposed (GR/PS). A text message and telephone call were sent to HL and in due course he confirmed his acceptance of the office of Chair. Cllr P Stevenson was proposed (TF/GR) as Vice Chairman, this proposal was accepted and agreed. The Clerk suggested that appointments by rotation could be considered for future years. It was noted to consider this as part ongoing governance review at a future ordinary meeting.

7. Appointment of representatives to outside organisations:

Newbridge-on-Wye VP School Governing Body – It was noted that in past years there has been little support identified as needed from the Community Council by the School Governing body. In order to maintain a link and respond to any issues of particular interest it was agreed that Cllr Claire Mills, in her capacity as a School Governor would report Governor’s Meetings to the Community Council.

One Voice Wales –as in previous year, Mr. M. Watkins and Mrs. T. Field should continue as representatives.

Newbridge-on Wye Community Hall Management Committee – It was agreed that Cllr Mark Davies should act as the key contact with the Community Council (as proposed and agreed in principle at the April meeting).

8. The review and adoption of Community Council documents: Previously circulated (to review annually at AGM):

- Standing Orders: the NALC Model Standing Orders (issued 2018) were adopted in full.
- Financial Regulations: The NALC Model Financial Regulations (2019) were adopted in full.
- Risk Assessment: was agreed unchanged

9. Signing of Declaration of Office by Chairman and Vice Chairman: Copies of the code of conduct were circulated and all agreed to abide by them in the coming year. and the Chairman and Vice-Chairman and other Councillors signed declarations of Office.

10. Financial Report: copies of the 2018-19 end of year financial report were circulated. Income, expenses, donations were discussed and end of year bank balances stated. The Clerk explained the ring fenced balances and read out the report from the Internal Auditor, there were no significant issues and it was agreed that the minor recommendations should be adopted on a day to day basis. It was proposed that the accounts were accepted (TF/GR). Proposal resolved.

11. Acceptance & Signing of Audit Return by Retiring Chairman: The Accounting Statement figures were read out – it was noted that there was a significant variance in staff costs (less than in 2017-18) and this was due to the current Clerk having been appointed in 2018 on the bottom pay scale. The Clerk advised that Financial Regulations require staff salary reviews at least once each year. The Governance Statement responses were noted. The Audit Return was approved (GR/PS) and signed by Cllr Rees.

12. Signatories List and Clerk’s authorisation on Bank Account: for a future meeting – however, it was noted that the current signatories list was up to date.

13. Insurance: The Current Insurance continues to provide a guarantee of £250,000. It was agreed to continue with this Insurer and the payment of the premium was approved.

14. Dates and times of meetings for the ensuing year: the following dates were agreed.

Date	Meeting	Key Agenda Items
18/06/19	Council	

16/07/19	Council	Review budget
AUGUST	None	
17/09/19	Council	Review budget
15/10/19	Council	
19/11/19	Council	Review grass contract
17/12/19	Council	Set Precept
21/01/20	Council	Approve and submit Precept
18/02/20	Council	Appoint Internal Auditor
17/03/20	Council	Review budget
21/04/20	Council	
19/05/20	AGM & Council	Approve 2019/20 Accounts
<p>Ad hoc meetings may be set between these dates as Council business dictates. Councillors will be notified as necessary.</p> <p>All Meetings will start at 7.00 pm (Nov-Mar) 7.30 pm (April-Oct), the AGM will start at 7.00pm.</p>		

15. Other business not on the Agenda:

Opt-out of Councillor Allowance Claim 2019-20: The payment of allowances was discussed. All members agreed to opt out of claiming allowances during 2019-20, each signed an opt out form.

16. The meeting closed at 8 pm.

Signed:

Date: