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CYNGOR CYMUNED LLAN LLŶR/LLANYRE COMMUNITY COUNCIL

Due to Covid 19 restrictions, the Annual Meeting of Cyngor Cymuned Llan Llŷr/Llanyre Community Council was held as a Video Conference on **Tuesday, 16th June, 2020.**

Present : Cllrs: H Lewis, P Stevenson, S Jones, G Rees, M Davies, T Field.
County Councillor Claire Mills.

Welcome by the Chairman: HL thanked everyone for attending and opened the meeting at 7.30pm

1. **Apologies for absence:** M Watkins and L Smith
2. **Matters of Interest** – None declared.
3. **Minutes of the previous Annual Meeting held on 21st May 2019:** Were agreed, and signed as a correct record at the Ordinary Meeting of 18th June 2019 (053/19a).
4. **Matters arising from Minutes of AM held on 21st May 2019:** None
5. **Outgoing Chairman's Report:** The Chairman thanked the Members for their commitment the Clerk for her work during his year in office. He gave a brief verbal report of achievements during the past year including the management of outdoor spaces and thanked Stuart for his work, in particular to keep an eye on the NoW toilets and all the seats and notice boards. He thanked, in their absence, Cllr Smith for leading on the care of the Llanyre Toilet and Cllr Watkins for checking the play area (while others on the rota have not been able). He noted the support from the community – cutting a path around Llanyre Recreation Field, tidying planters and tree planting. Speed-watch work had been successful and he thanked Cllr Mills for her efforts to support and develop this along with the local people who are part of the scheme. There was also good progress with community commitment to managing NoW Community Centre and he thanked Darren Prosser and Sophie Jones for their work to help this. 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. There continued to be good progress on Governance and it was hoped that as this became secure more time could be focussed on the development of additional projects and community benefits, such as the already approved planting scheme for NoW (which had been delayed due to Covid -19) also work would be needed to develop management of the Turbaries. This change of focus could be achieved as less time now needs to be standing items such as ground maintenance and toilets (a grass cutting contract is in place and a review of the toilet operation is underway). The Chairman's report was unanimously supported.
6. **Appointment of Officers:** (a) Chairman (b) Vice-Chairman - All appointments are until May 2021. Cllr H Lewis offered to take the Chair again for the coming year. Cllr P Stevenson agreed to continue as Vice Chairman, All those attending indicated their approval (the Clerk noted that these proposals were also supported by LS and MW both of whom had contacted the clerk by telephone before the meeting).
7. **Appointment of representatives to outside organisations:**

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Newbridge-on-Wye VP School Governing Body – Cllr Claire Mills, in her capacity as a School Governor agreed to continue to report Governor’s Meetings to the Community Council.

One Voice Wales –as in previous year, Mr. M. Watkins (although he had indicated previously to continue, this was to be confirmed by him at the next meeting at which he was able to attend) and Mrs. T. Field would continue as representatives.

Newbridge-on Wye Community Hall Management Committee – It was agreed that Cllr Mark Davies would continue to act as the key contact with the Community Council.

The above proposals were agreed by all present.

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 but it was agreed to review these during the year.
 - Financial Regulations: The NALC Model Financial Regulations (2019) were adopted in full. The following amendment was proposed (TF/ PS) to increase the value of the Delegated Authority from £300 to £500 until the next AM or for the duration of the Covid-19 crisis, whichever is the longer). It was agreed to identify a small finance group to deal with other delegated issues (to be agreed at an ordinary meeting).
 - Risk Assessment: had been recently reviewed and continues to up to date. It was noted that this was an item of ongoing review throughout the year.
 - Opt-out of Councillor Allowance Claim 2020-21: The payment of allowances was discussed. All members agreed to opt out of claiming allowances during 2019-20, each to sign an opt out form and return this by post to the Clerk.
9. **Signing of Declaration of Office by Chairman and Vice Chairman:** Copies of the code of conduct had been circulated before the meeting and all agreed to abide by them in the coming year. the Chairman and Vice-Chairman and other Councillors signed declarations of Office during the meeting, each member presented their signed copy to the clerk via the online screen. SAEs had been provided for members to return these to the clerk.
10. **Financial Report:** copies of the 2019-20 end of year financial report were discussed. Income, expenses, donations were discussed and end of year bank balances stated. The Clerk explained the ring fenced balances and summarised the report from the Internal Auditor, there were no significant issues and it was agreed that the 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 Chairman:** The Governance Statement was discussed and it was noted that this would need to be physically signed . The submission of Audit Return in compliance with the Welsh Audit Office Covid-19 requirements was approved and it was agreed that the Clerk and Chairman should arrange a socially distanced meeting to sign the Statement asap. (TF/MD)
12. **Review Signatories List and Clerk’s authorisation on Bank Account:** it was noted that the current signatories list was up to date.

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13. **Insurance:** The Current Insurance continues to provide an adequate guarantee of cover. It was advised that insurance had been discussed by the Clerk and Chairman and the premium details circulated to all in the May Update, this was approved by members (PS/SP) at that time and the premium had been paid for the 2020-21 period which began on 1 June 2020. Agreed to review and assess need for Cybersecurity Ins after website review (HL/SP)
14. **To review the salary and terms of the Clerk.** To be considered at a future meeting (HL/TF).
15. **Dates and times of meetings for the ensuing year:** the following dates were agreed.

| Date | Meeting | Key Agenda Items |
|---|---------------|----------------------------------|
| 16/06/2020 | Council | |
| 14/07/2020 | Council | Review budget |
| AUGUST | None | |
| 15/09/2020 | Council | Review budget |
| 20/10/2020 | Council | |
| 17/11/2020 | Council | Review grass contract |
| 15/12/2020 | Council | Set Precept |
| 19/01/2021 | Council | Approve and submit Precept |
| 16/02/2021 | Council | Appoint Internal Auditor |
| 16/03/2021 | Council | Review budget |
| 20/04/2020 | Council | Review asset reg/risks/insurance |
| 18/05/2021 | AGM & Council | Approve 2020/21 Accounts |
| Ad hoc meetings may be set between these dates as Council business dictates. Councillors will be notified as necessary. | | |
| Winter Meetings will start at 7.00 pm and Summer Meetings at 7.30 pm (the 2021 AGM will start at 6.30 pm) | | |

16. Other business not on the Agenda: None was discussed
17. Close of the AGM followed by the opening of an Ordinary Meeting of the Council.

The meeting closed at 8.11 pm.

Signed:

Date: