

## CYNGOR CYMUNED LLAN LLŶR/LLANYRE COMMUNITY COUNCIL

The 2021 Annual Meeting of Cyngor Cymuned Llan Llŷr/Llanyre Community Council was held on Tuesday, 18<sup>th</sup> MAY, 2021, at 7.00 p.m. at Llanyre Church Hall (held under Covid-19 regulations in place at the time of the meeting).

**Present :** Cllrs: H Lewis, S Jones, G Rees, M Davies, T Field. S.D Powell, M Watkins and L Smith

**Welcome by the Chairman:** HL thanked everyone for attending & opened the meeting at 7.03 pm

1. **Apologies for absence:** County Councillor Claire Mills, PS had requested to join the meeting via Video Conference but was unable to be contacted. (MD arrived at 7.09 pm)
2. **Matters of Interest** – None declared.
3. **Minutes of the previous Annual Meeting held on 16<sup>th</sup> June 2020:** Were circulated for information. They had been agreed, and signed as a correct record at the Ordinary Meeting of 21<sup>st</sup> July 2020
4. **Matters arising from Minutes of AM held on 16<sup>th</sup> June 2020:** None
5. **Outgoing Chairman's Report:** The chairman noted this had been an unprecedented year, with only 3 face to face socially distanced meetings, 'Zoom' meetings and other challenges. He thanked the Members for their commitment during such a difficult times and the Clerk for her work during the year. He then gave a brief verbal report.

Although not all members had been able to take part in meeting using IT he thanked them for their continued practical actions in and around the community and also by making telephone comments on agenda items. The use of IT seemed likely to become a favoured communication by many of the organisations contacting Community Council which could be both an advantage but also may exclude some participants. He said that IT could create opportunities for wider engagement with the community, but recognised that care should be taken to not widen the digital divide and exclude those with no or poor IT access or skills.

Covid-19 had focussed the importance of the community open spaces and these were being widely used. Although the year had been difficult for new actions and the continuation of some of the core provision other Community Council such as the management of the Public Toilets, community lead projects had been successful (Planting Scheme – NoW, Play Area Regeneration – Llanyre, Tree Planting – Llanyre Recreation Field and the Turbaries Accessibility project ). He thanked all those that had supported these projects which had been made possible by the time and effort not only of Councillors but of members of the local community. He noted and thanked the generosity of local businesses at funders that had already and also continued to support the projects. He also thanked those people that made a difference for everyone by litter picking, flower planting and caring for their community. He concluded his report by saying that he had very much enjoyed his 2 years as Chairman and would support his successor to take the Council through the next year to the 2022 Elections.

6. **Appointment of Officers:** All appointments are until May 2022.

(a) Chairman: After a short discussion Cllr Mark Davies was nominated as Chairman (SDP/GR) He agreed to accept the nomination. And his appointment was approved unanimously.

(b) Vice-Chairman - Cllr H Lewis advised that Cllr P Stevenson had agreed to continue as Vice Chairman. All those attending indicated their approval

**7. Appointment of representatives to outside organisations:**

Newbridge-on-Wye VP School Governing Body – Cllr Claire Mills, in her capacity as a School Governor had advised that she could continue to report Governor's Meetings to the Community Council.

One Voice Wales – Mr. M. Watkins and Mrs. T. Field would continue as representatives.

Newbridge-on Wye Community Hall Management Committee – It was agreed that Cllr G Rees act as the key contact (SJ/TF).

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 re-adopted in full but it was agreed to review these during the year.
- Financial Regulations: Financial management arrangements and payment of invoices during the COVID-19 restrictions was discussed. It was noted that levels of delegated authority had been adequate but the Internal auditor had recommended that these be maintained and reviewed It was proposed to revise the delegated levels set out in 4.1 of the regulations: the Council for **all items over £800**

a duly delegated committee of the Council **for items over £800 in respect of the Council budgets and any amount within a project budget that has been funded by external grants (subject to the terms and conditions of such funding) and where such a project and the use of such funding has been approved by the Council.**

the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for **any items below £800**

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

There was a vote on this proposal (MD/SDP). Agreed -5 votes; Against -1 vote. The amendment was agreed by majority

The NALC Model Financial Regulations (2019) were adopted in full with the amendment to section 4.1

- Risk Assessment: had been recently reviewed and continues to up to date (MD/SDP). It was noted that this was an item of ongoing review throughout the year.
- Scheme of Delegation: a proposal had been circulated and key points were discussed. It was agreed to adopt the proposal (SDP/HL)
- Asset Register – approved (TF/HL)
- 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 signed an opt out form.

**9. Appointment of Committee Chairs:** Development and Planning; Finance and General Purposes Committee; Amenities. Deferred to be considered at an Ordinary meeting.

**10. Appointment of members to the above Committees:** Deferred to be considered at an Ordinary meeting.

11. **Signing of Declaration of Office by Chairman and Vice Chairman:** Copies of the code of conduct had been circulated and all agreed to abide by them in the coming year. the Chairman signed a declaration of Office during the meeting. Vice Chairman to complete a declaration to present at the next ordinary meeting.
12. **Financial Report:** copies of the 2020-21 end of year financial report were discussed. Income, expenses, donations were noted and end of year bank balances stated. The Clerk explained the ring fenced balances and summarised some key points made by the Internal Auditor in her report. It was advised that the report should be considered as an agenda item at a future meeting but noted that some recommendations would be adopted on a day to day basis. It was proposed that the accounts were accepted (HL/TF). Proposal resolved.
13. **Acceptance & Signing of Audit Return by OUTGOING Chairman:** The Annual Governance Statement, Accounting statement and Internal Audit Report were discussed. It was agreed that the 2020-21 Audit Return be signed by HL and submitted by the Clerk in compliance with the Welsh Audit Office deadlines (TF/SDP)
14. **Review Signatories List and Clerk's authorisation on Bank Account:** it was noted that the current signatories list was up to date.
15. **Insurance:** The Current Insurance continues to provide an adequate guarantee of cover – this was noted in the Risk Assessment. The clerk had contacted the insurers to check asset valuations. It was agreed to delegate the approval of the payment for insurance to the Clerk and Chairman based on best value for like for like cover. (HL/SDP)
16. **To review the salary and terms of the Clerk.** To be considered at a future meeting (HL/TF).
17. **Dates and times of meetings for the ensuing year:** the following dates were agreed.

Date	Meeting	Key Agenda Items
16/06/2021	Council	
14/07/2021	Council	Review budget
AUGUST	None	
15/09/2021	Council	Review budget
20/10/2021	Council	
17/11/2021	Council	Tender grass contract
15/12/2021	Council	Set Precept
19/01/2022	Council	Approve and submit Precept
16/02/2022	Council	Appoint Internal Auditor
16/03/2022	Council	Review budget
20/04/2022	Council	Review asset reg/risks/insurance
18/05/2022	AM & Council	Approve 2021/22 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 2022 Annual Meeting will start at 7.00 pm followed by an Ordinary Meeting at 8.00 pm)		

18. Other business not on the Agenda: None was discussed
19. The Annual Meeting closed at 8.11 pm.

**Signed:**

**Date:**