

CYNGOR CYMUNED LLAN LLŶR/LLANYRE COMMUNITY COUNCIL

The 2024 Annual Meeting of Cyngor Cymuned Llan Llŷr/Llanyre Community Council was held on Tuesday, 23rd MAY, 2024, at 7.00 p.m. at Llanyre Church Hall.

Present : Cllrs: M Davies, S.D Powell, M Watkins, P Stevenson, (remotely Cllr S Jones)

Welcome by the Chairman (2023/24): MD thanked all for attending & opened the meeting at 7.05 pm

1. **Apologies for absence**: G Rees, County Cllr. C Mills
2. **Matters of Interest** – None declared.
3. **Minutes of the previous Annual Meeting held 17th MAY 2023**: Were circulated for information. Previously reviewed, agreed, and signed as a correct record at the Ordinary Meeting held 22nd June 2023.
4. Matters arising from Minutes of 2023 Annual Meeting: Revised Standing Orders, updated by OVW in 2023, had been reviewed and accepted in November 2023. A review of the Clerk's salary had been completed in November 2023.

5. **Outgoing Chairman's Report**: He read a short report in which he gave thanks to all the Councillors for supporting him during his time as Chairman and for their commitment to the community, he also thanked the Clerk.

6. Appointment of Officers for 2024-25: (a) Chairman; (b) Vice-Chairman

Chairman: Cllr Mrs P Stevenson was proposed by SDP and seconded MD. As next in order of standing Cllr Stevenson accepted the nomination which was agreed by all members.

Vice- Chairman: SDP advised that he had spoken with Cllr G Rees who had confirmed his willingness to stand as Vice-Chairman if nominated. Cllr SDP proposed GR this was seconded by MD and approved by all present.

7. **Signing of Acceptance of Office**. by the Chairman - Witnessed by the Clerk as Proper Officer of the Council. Cllr GR to sign the Acceptance of Office at the next meeting. Copies of the Code of Conduct were circulated and read and agreed to be accepted by all members

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

Newbridge-on-Wye VP School Governing Body – Agreed to again ask Cllr LB, in her capacity as a County Council and as an attendee of Governor's Meetings (SDP/JO)

One Voice Wales – Mr. M. Watkins would continue and Mr Davies would also be a representative. .

Newbridge-on Wye Community Hall Management Committee – It was agreed that Cllr G Rees be asked to continues act as the key contact (SDP/PS).

The above proposals were agreed by all present.

9. **The review and adoption of Community Council documents:**

- Standing Orders: the 2023 Model Standing Orders adopted in November 2023 were adopted again in full with no revisions. (PS/MW)
- Financial Regulations: The NALC Model Financial Regulations (2019) as adopted in 2022 were reviewed. In view of the increased cost of supplies and services, **for example for**

supplies and materials it is agreed to increase the value in paragraph 11.4 from £3,000 to £5,100 (MD/JO).

- Risk Assessment: this was reviewed. The risk assessment was agreed. (MW/SDP)
- Asset Register: It was noted that this was an item of ongoing review throughout the year. Play equipment values had been maintained. Agreed (PS/SDP)
- Opt-out of Councillor Allowance Claim 2024-25: The payment of allowances was discussed. Members not previously signing forms in March and agreeing to opt-out of claiming the standard allowance during 2024-25 signed and returned forms to the Clerk.

10. **Financial Report:** copies of the 2023-24 end of year financial report were circulated. Income, expenses, donations, reserves and ring-fenced balances were discussed and end of year bank balances stated. It was noted that these figures would be submitted as part of the External Audit. SDP proposed that the accounts were accepted (PS second). Proposal resolved.

11. **Acceptance & Signing of Audit Return by the Chairman.** The Audit Return financial report figures were explained, and the Governance Statement was noted to be completed and signed on the receipt of the Internal Audit report.

12. **Signatories List and Clerk's authorisation on Bank Account:** It was confirmed that as the income in the coming year was not expected to exceed £50k the Council would be eligible for free banking with Lloyds Bank (if the income exceeded this the account would be subject to business banking costs which were currently very similar to those of HSBC. It was agreed to open a Lloyds account and when active transfer the balance of the HSBC accounts. It was agreed that any two signatories should be set from as many mandated Cllrs as possible.

13. **Insurance:** The Current Insurance continues to provide adequate cover and was agreed to be renewed with Zurich Insurance when due at the end of the month. (SDP/JO).

14. **Salary of the Clerk/RFO:** Clerks salary to be reviewed at precept setting (MD/SDP)

15. **Dates and times of meetings for the ensuing year:** members agreed in future to meet on Thursdays
The following dates were agreed to be set. However, italicised dates to be formally called only if required for urgent business and may when possible be held remotely.

Date	Meeting	Key Agenda Items
18/06/2024	Council	Sign 2022-23 Annual Return
<i>16/07/2024</i>	<i>Council</i>	<i>Urgent Business Only</i>
AUGUST	None	
17/09/2024	Council	Review budget
<i>15/10/2024</i>	<i>Council</i>	<i>Urgent Business Only</i>
19/11/2024	Council	Set Precept
17/12/2024	Council	
21/01/2025	Council	Approve and submit Precept
<i>18/02/2025</i>	<i>Council</i>	<i>Urgent Business Only</i>
18/03/2025	Council	Review budget Appoint Internal Auditor
22/04/2025	Council	Review asset reg/risks/insurance
20/05/2025	AM & Council	Approve 2024/25 Accounts
<p>Ad hoc meetings may be set between these dates as Council business dictates. Meetings marked as Urgent Business Only should be set in the diary but will be only held if business dictates with short agendas. Councillors will be notified as necessary.</p> <p>Winter Meetings will start at 7.00 pm and Summer Meetings at 7.30 pm (the 2025 Annual Meeting will start at 7 pm)</p>		

16. Other business not on the Agenda: None was discussed

17. The Annual Meeting closed at 7.50 pm.

Signed:

Date: