

Cyngor Cymuned Llanddewi Brefi Community Council

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Minutes of the Annual meeting held on Monday 15th May 2023 at 7:00pm in the Community Centre.

Draft minutes are published in accordance with the requirements of the Local Government and Elections (Wales) Act 2021 and are subject to approval at the next ordinary meeting of the Community Council.

Present:

Councillors: Caryl Jones (Chair), Bethan Griffiths (Vice-Chair), Emmanuel Kincaid, Eirwen James, Pat Parry, John Lloyd Griffiths, Dafydd Lloyd-Jones.

To receive apologies:

Councillors: Rhodri Evans

- 1) To elect a Chairperson for the Council Year 2023/24

Bethan Griffiths elected as Chairperson for the Council Year 2023/24

Proposed: Dafydd Lloyd Jones. Seconded: Pat Parry

- 2) To elect a Vice-Chairperson for the Council Year 2023/24.

Dafydd Lloyd Jones elected as Vice Chairperson for the Council year 2023/24

Proposed: Pat Parry. Seconded: Eirwen James.

- 3) To receive the Chairperson's Declaration of Acceptance of Office.

Declaration signed by Chair for 2023-2024

- 4) To consider and approve the draft Annual report of the Council for the year 2022/23 (To be e-mailed to members prior to the meeting).

Draft annual report was approved in principle. Chair (Caryl Jones) 2022-2023 will send on Chair's report to add.

- 5) To receive declarations of personal and personal/prejudicial interests.

Cllr. Emmanuel Kincaid declared a personal and prejudicial interest in item 10 on the agenda; with respect to review of Clerk's duties.

Liza Zanoni (Clerk) declared an interest in item 10 on the agenda; with respect to review of Clerk's duties.

Signed:

Chair



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6) To appoint Committees and Working Parties:

a. Hall Management Committee.

(Resolved that all members of the Council to be in membership with the Chairperson and Vice Chairperson of the Council holding these respective positions on the committee)

b. Biodiversity Working Party (Duty under s6. Environment (Wales) Act 2016) (Currently Councillors E Kincaid, R Evans, and E James)

Resolved to keep current members for Biodiversity Working Party for 2023-2024.

Proposed: Caryl Jones. Seconded: Emmanuel Kincaid

c) Boundary Commission Working Party

Resolved to appoint Bethan Griffiths (Chair), Dafydd Lloyd Jones (Vice Chair Person) and Emmanuel Kincaid

Proposed: Caryl Jones. Seconded: Eirwen James

7) Appointment of Representatives.

a. One Voice Wales Area Committee (Currently Councillors E Kincaid and E James).

Resolved to keep same members in place for 2023-2024.

8) Appointment of one Trustee to the Fuel Allotments charity (Charity number: 500142).

Resolved to appoint Dafydd Lloyd Jones (Vice Chairperson)

Proposed: Caryl Jones Seconded: Eirwen James

9) Rates of Remuneration.

To review the following:

a. Chairperson's allowance.

Resolved to remain at £50 for 2023-2024.

b. Members allowances.

All members disclaimed allowances for 2023-2024.

Signed:
Chair



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- 10) To Review the Clerk's duties in connection with the village hall committee (Report attached).

Council resolved to increase the Clerk's hours to 22 hrs per month, following review of report.

- 11) To Review the Fixed Assets Register (Register attached).

Fixed Assets Register was reviewed and approved by Council. It was also noted that the former Clerk retains some documents; current Clerk to clarify what is still retained presently and prepare list of documents to be approved for archiving in the County archive.

It was also agreed that a Document Retention Policy should be drafted by the Clerk to be reviewed and approved by Council.

- 12) To determine whether a review of Standing Orders and Financial Regulations is required.

The new model Standing Order document from One Voice Wales was still pending prior to the Annual meeting, it was agreed to move review to the June meeting.

It was noted with respect to the Youth Drop In that Emmanuel Kincaid will re-issue report regarding petty cash float for the Youth Drop In Sessions, and draft amendments to the Financial regulations for review in the July meeting.

- 13) To determine whether a review of the Council's complaints procedure is required.

Council agreed no review required.

- 14) To Review the Council's Risk Assessment Register (2022/23 Risk Assessment Register attached).

Council reviewed and approved 2022-2023 Risk Assessment Register.

- 15) To Review the Council's Insurance Arrangements.

Council resolved to accept the quote for renewal from Zurich Municipal.

- 16) To Review the Council's procedures and policies in connection with its obligations under the Freedom of Information Act 2000 and the Data Protection Act 2018 (GDPR).

Council agreed no review required.

Signed:

Chair



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17) To Review policies for Safeguarding and Volunteers.

Council agreed no review required.

18) To Review the Council's employment policies and procedures.

Council agreed no review required.

19) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.

Council's expenditure of £1,305 under s.137 was below the limit of £8.82 per elector for the year 2022-2023.

20) To Review the Statutory training plan.

On reviewing current approved Council training plan, it was resolved that the Clerk should apply for the One Voice Wales (OVW) Bursary scheme for the 2023-2024 period.

Council also agreed that the following OVW training sessions would be undertaken by members during this year:

- *Understanding the Law*
- *Local Government Finance*
- *Community Engagement*

21) To Determine the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full council.

Resolved that meetings will be held at 7:30 pm at Llanddewi Brefi Village Hall on the second Monday of each month, with the exception of August, as listed below:

12th June 2023

10th July 2023

11th September 2023

9th October 2023

13th November 2023

11th December 2023

8th January 2024

12th February 2024

11th March 2024

8th April 2024

Annual Meeting

13th May 2024

Signed:

