

A.G.M. Minutes of Llanarmon yn Ial Community Council
1st May 2024 6.45p.m Canolfan Dewi Sant and via Zoom

- 1. Present:** Susan Jones (Chair), Darren Pollard (Vice), Zoom Kevin Ford, Hannah Munro, Norma Wright (Clerk)
Apologies: Richard Rogers, (working) , Simon Garrett (working), Simon Kane (health), Trevor Brand (holiday)
Councillors felt that the members with poor attendance should now re-consider if they actually have time for their duties required from being a member of the community council; as perhaps other members of the community could dedicate more time.
- 2. Election of Chair:** Susan Jones accepted the office as Chair. Prop: D Pollard Sec: H Munro. Council voted in favour. There were no votes against or abstentions and the motion was carried.
- 3. Declaration of Acceptance of Office:** Chair signed her Declaration of Acceptance of Office form.
- 4. Election of Vice Chair:** Darren Pollard accepted the office as Vice Chair. Prop: K Ford Sec: H Munro. Council voted in favour. There were no votes against or abstentions and the motion was carried.
- 5. Open to the Public Meeting:** (Code to attend via zoom is available via the Clerk). Martha Edwards joined via video conference. **Members of the Public Attended:** Dr Hugo Watts, B Jones
- 6. Reaffirming the Code of Conduct: Resolve:** Prop: D Pollard, Sec: K Ford. Council voted in favour. There were no votes against or abstentions and the motion was carried
- 7. Register of Members' Business Interest & Gifts:** S Jones declared renting Bankey Field from LCC. Councillors reminded of the need to continually and fully update the Clerk; on all details involving member's business interests. The importance of full declarations of interests and declaration of gifts received over the value of £25 to be registered, and put on the website.
- 8. Confirmation of Minutes:** A.G.M. 7th June 2023 Prop. D Pollard Sec. S Jones. Confirmed and signed as a correct and true record by the Chair.
- 9. Matters Arising from AGM June 2023 minutes not on the agenda.** None
- 10. Community Council's Annual Report & Verbal thanks from the Chair.** Chair thanked the Clerk, N Wright for her work, County Cllr Terry Mendies, and the community councillors.
Annual Report was adopted and is now on the website. Prop: D Pollard, Sec: K Ford. Council voted in favour. There were no votes against or abstentions and the motion was carried.
- 11. Reviewed and adoption of Financial Regulations.**
Council noted their rationale (first minuted in 2023) for the departure from complying with its own **Standing Orders** and **Financial Regulations**, is due to appreciating the community being so rural it is extremely difficult and at times impossible (also time delaying) to always gain three quotes for smaller much-needed maintenance/repair/labour works. Council has assessed the risks arising, and is satisfied that value for public money is being gained. Prop: K Ford. Sec: D Pollard. Council voted in favour for such departures and clear approval was given. There were no votes against or abstentions and the motion was carried.
- Financial Regulations:** Reviewed and adopted; **Orders:** An official order or letter shall be issued for work, goods and services over the value of £250; unless a formal contract is prepared or an official order would be inappropriate.
Resolve: Prop: D Pollard Sec: S Jones. Council voted in favour and to adopt the Financial Regulations.
- 12. Reviewed and adoption of the Standing Orders:** (see item 11) Prop: K Ford Sec: D Pollard; Council voted in favour. There were no votes against or abstentions and the motion was carried.
- 13. Finance Matters: The appointed Proper Officer/ Responsible Financial Officer /Clerk is Mrs N Wright.**
- a. Reviewed and adoption of the Annual Governance Statement 2023-2024;**
- | | | | |
|------------------------|--------|------------------------|--------|
| 1 Balance b/f | £11289 | 5. Loans | £0 |
| 2 Income | £22440 | 6.Total other payments | £22380 |
| 3 Total other receipts | £28640 | 7. Balance c/f | £31130 |
| 4 Staff Costs | £8859 | | |

b. Reviewed and adoption of the Council's Policy on Reserves:-balances carried forward at 31st March year ending. With earmarked and non-earmarked Reserves 2023-2024; mainly being the reserve of £15,000 towards the Llanarmon Play Equipment, and election costs.

c. Annual Accounting Return for year ending 1st April 2023 - 31st March 2024; Bank Reconciliation

Opening Balance b/f 1/4/23	£11289.07	Main Council Account	£7315.70
Income 23/24	£51080.04	Fireworks a/c	£1578.06
Less Expenses 23/24	£31238.80	Projects a/c	£22236.55
Cash Balance c/f 31/3/24	£31130.31		

Accounts c/f figure of £31130 due in part to £19177.61 Cadwyn Clwyd Grant from 2022-2023 accounts being paid. The receipt of £593.40 Youth Club, the increased number of burials/ashes income £2384 the VAT refund of £5483.01 The Precept for 2023/2024 was £22,440.00 increased by 5% for 2024/2025 to £23,562.00

d. S137 Expenditure limit (Local Government Act 1972) 2023/2024 was £9.93 x 877 Expenditure incurred by LCC was nil. 2024/2025 is £10.81 per electorate;

e. DCC informed the Council Tax base is 620 for our community council area for 2024/2025 ;

f. Reviewed and adoption of The Statement of Variance; (Accounts/budget reviewed 1st November 23)

g. Reviewed and adoption of the Investment Statement;

h. Reviewed & confirmed of the Council's payments/ subscriptions to other bodies: One Voice Wales: SLCC: Information Commissioners Office - ICO (Direct Debit payment). J D H Business Services will continue as internal auditor, as they are a suitably qualified, independent company, with an approved audit plan. Confirmed letter of engagement.

i. Grounds Maintenance: Following the contract being advertised quotations had been considered. Confirmed White Oak Services, 3 years contract for grounds maintenance 1st April 2024-31st March 2027. Council stated the grounds were all very well-kept and pleased with the standard of work.

Resolve: a-i Finance Matters Prop: S Jones Sec: D Pollard. Council voted in favour to adopt. There were no votes against or abstentions and the motion was carried

14. Review the Values of Fixed Assets; inventory of land, building, office and outdoor equipment s as listed in the Assets Register: All councilors emailed a full inventory, total value £174,715.00 Prop: D Pollard Sec: K Ford. Council accepted the values and voted in favour. There were no votes against or abstentions and the motion was carried.

15. Election of Assets Risk & H&S Assessment Officers: Chair will review all Risk Assessment Schedules.

a. Graianrhyd: K Ford b. Eryrys: D Pollard c. Llanarmon Village: K Ford.

H&S Assessment Officer/ Warden: G Bryan for Llanarmon Field. Prop: S Jones Sec: D Pollard. Council voted in favour. There were no votes against or abstentions and the motion was carried

16. Review of the Effectiveness of Internal Financial Controls & Internal Auditor's Report

The Financial Risk Assessment and internal control procedures had been reviewed- found to be in order. Confirmed the examination of financial risks; printed accounts circulated, confirming actual expenditure against budget.

The Internal Auditors Report from JDH is on the council webpage. The Risk Assessment covers Procurement Fraud. Prop: D Pollard Sec: K Ford. Council accepted and voted in favour. There were no votes against or abstentions and the motion was carried

17. Annual Risk Assessment / Statement & Schedule reviewed and adopted; procedures for identified risks, include the minutes and website. As part of this risk assessment the insurance policy with Clear Councils (*was BHIB*) had been reviewed and identified insurable risks for appropriate and adequate cover of public and employers liability. Recommendation for payment of £917.36 for the three year contract (to gain the discount) was agreed. Prop. S Jones Sec: D Pollard. Council voted in favour. There were no votes against or abstentions and the motion was carried.

18. Election of Councillors/ Representatives for (a) Defibrillators and (b)Kiosks (c) CCTV- monthly checks; (a) Eryrys D Pollard: Graianrhyd S Jones & N Wright: Llanarmon Shop Martin (volunteer) Mobile unit in Llanarmon Old School Room Sue Hanahoe: (b) Eryrys & Graianrhyd Kiosks: K Ford (c) Llanarmon CCTV: H Munro, N Wright

19. a. Clerk's Annual Review /Expenses; Pension Requirements

Staffing Committee Chair and Vice Chair: Clerk's annual review was completed. Council acknowledged the previously increased Clerk's increased hours, to 10 hours per week; along with the increase in LCC pay scales. (*Part 2 for details*): Council agreed to continue with Jones & Graham Payroll services (with notified increased charges), as they are reliable and suitably qualified. **Resolve:** Prop. S Jones Sec: D Pollard. Council voted in favour to adopt.

20. a. Reviewed Chair's & Members Mandatory and Non Mandatory Allowances & Remuneration Policy:

b. Schedule of Members Remuneration: adopted.

c. Training Plan: Councillors reminded to continue with their training.

Prop. S Jones Sec: D Pollard. Council voted in favour & adopted times 20a-c

21. Weekly Inspection of Llanarmon Field, Skate & Play Equipment Honorarium. Council agreed to continue the honorarium of £100 per annum, and thanked Gareth Bryan for his extra voluntary services, and weekly checking of Llanarmon playing field equipment, then sending an excellent detailed report. This conforms to the insurance requirements. As Precepted the honorarium will continue. Prop. S Jones Sec: D Pollard. Council voted in favour.

22. Election of Committees: Councillors felt that due to poor attendance and lack of involvement by fellow members they would continue to suspend all committees until there are additional new members. All financial, and development matters will be discussed by the whole council. Prop. S Jones Sec: D Pollard Council voted in favour.

23. Review Bank Account Mandate: - Signatories on the Mandate & cheques: N Wright, S Jones, and D Pollard, S Munro and K Ford – to remain: Payment Schedules, and Bank Statements checked & signed monthly by D Pollard. Internet, Debit Card payments, checked & signed monthly by S Jones. All payments are minuted. N Wright to manage the day-to-day details of the accounts; with a secondary authorisation for bank payments by S Jones. Daily spend limit of £5000 to remain.

24. Representative for Village Bonfire & Fireworks Event –preparation and on the evening: Bonfire clearance H&S: K Ford with volunteers from the village.

25. Dates of Meetings for 2023-2024: being the first Wednesday of each month except August when there would not be a meeting; may also include a winter month (January) if the snow is deep and the roads are dangerous. Prop: K Ford Sec: H Munro. Council voted in favour. There were no votes against or abstentions and the motion was carried

26. Reviewed rents for Hearse House, grazing land and Cemetery Fees.

Cemetery Charges: Council agreed to continue supporting the WAG of not charging for local children's burials, up to the age of 18. As the fees had been increased in 2023, they will remain unchanged – to be reviewed November.

Land Rent charges reviewed: Rents charged for grazing land to remain unchanged; but these will be reviewed at the next Precept meeting in November. **Resolve:** Approved and adopted. Prop: D Pollard Sec: K Ford. Council voted in favour. There were no votes against or abstentions and the motion was carried.

27. Election of Quarry Liaison Committee: Council agreed to no longer have a committee; Chair to be contacted.

28. Election of Social Media/ Electronic Communications Advisors: H Munro, K Patterson, Clerk.

29. Election of Two 'One Voice Wales' Representatives: TBA.

30. Election of AONB Champions: S Kane, K Ford, H Munro

31.Reaffirming and adoption of Council's Documents: Prop. S Jones Sec: D Pollard. Council voted in favour.

There were no votes against or abstentions and the motion was carried. Copies for the public are available on request, if not already on website. www.llanarmon.com

Co-option of Councillors Policy

Delegation Policy:

Habitual & Vexatious Complaints Policy

Language Policy

Complaints Procedure: Whistle-blowing Policy

Policy of Unacceptable Actions by Individuals

Publication Scheme: For Information Available Under the Freedom of Information Act

Policy for Equal Opportunity, Diversity, Race & Cultural Inclusion

Admission of the Public & Press to Meetings

Document Retention & Disposal Policy

Responsibilities / Information & Data Protection Policy;

Social Media & Electronic Communication Policy

Privacy Notice for Website and Correspondence Policy

Terms of Reference for Committees/sub-committees

Employment Policies, Sickness & Procedures
Disciplinary Policy: Grievance Policy
Self Regulatory Protocol for Community Councils
Protocol on Member & Officer Relations
Local Resolution Protocol: H&S Policy
Expenses Policy: Sickness Policy: Grievance Policy

32. AOB -None.

All minutes are draft until signed by the Chair.
Meeting ended at 7.15pm.

Signed Dated