

A.G.M. Minutes of Llanarmon yn Ial Community Council
6th May 2026 7p.m Canolfan Dewi Sant and via Zoom

- 1. Present:** Susan Jones (Out-going Chair), Darren Pollard (New Chair), Kevin Ford (Vice), Hannah Munro, Richard Rogers, Steven Latham, Cllr. Terry Mendies, Norma Wright (Clerk) Apologies: Trevor Brand

- 2. Meeting Open to the Public:** (Code to attend via zoom is available from the Clerk) 6 Members of the Public
 - a) Should dogs be banned from Graianrhyd Community Field?** Following a discussion it was agreed to hold a public meeting for the residents of Graianrhyd to have a say. In light of wanting to grow community herbs and veg plus installing a small pond and perhaps in time a small play area; a new problem is thought to be the extent of commercial and non-locals bringing many dogs to the small field. Then thoughtless dog owners not picking-up mess after their dogs. All of which is causing the grass and soil to become very poor and requiring treatment, along with a H&S and maintenance problem. It is an issue that the council need our community to be fully aware of.
 - b) Views about the small piece of land at the rear of the Raven/ Tan Llan Farm should it be sold off?** This will be discussed further, following the Clerk gaining further legal advice.
 - c) What community project would you like to see develop and be prepared to help with?**
Alaw Smith thought holding Welsh Classes in Canolfan Dewi Sant was a good idea and will make enquiries into the possibility of that happening. Volunteers are needed to be trained by the police to use the community speed gun in the centre of Eryrys, passing the school and in Llanarmon. There is a team of three local ladies volunteers who operate in Graianrhyd.

- 3. Election of Chair: Darren Pollard** (Wol) accepted the office as Chair. Prop: S Latham Sec: H Munro. Council voted in favour. There were no votes against or abstentions and the motion was carried. Susan Jones as out-going Chair was sincerely thanked by all the Council and Clerk for her hard work and dedication, as she has achieved a great deal for our community.

- 4. Declaration of Acceptance of Office:** Chair signed his Declaration of Acceptance of Office form.

- 5. Election of Vice Chair: Kevin Ford** accepted the office as Vice Chair. Prop: S Latham Sec: H Munro. Council voted in favour. There were no votes against or abstentions and the motion was carried.

- 6. Declaration of Interest.** S Jones declared renting Bankey Field from LCC. S Jones, N Wright, K Ford, D Pollard declared financial and management interest in the Sun Inn Community Pub.

- 7. Reaffirming the Code of Conduct & Adopting: Resolve:** Prop: D Pollard, Sec: K Ford. Council voted in favour. There were no votes against or abstentions and the motion was carried.

- 8. Review & Acceptance of Register of Members' Business Interest & Gifts:** Prop: D Pollard, Sec: K Ford. Council voted in favour. There were no votes against or abstentions and the motion was carried. 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. Councillors reminded of the need to continually and fully update the Clerk; on all details involving member's business interests.

- 9. Confirmation of Minutes:** A.G.M. 7th May 2025 Prop. D Pollard Sec. S Jones. Confirmed and signed as a correct and true record. There were no votes against or abstentions and the motion was carried.

- 10. Matters Arising from AGM May 2025 minutes not on the agenda.** Alaw Smith stated she would be interested in be accepted as a co-opted as a Community Councillor, and agreed to send in an application that will be considered in June's Meeting.

- 11. Community Council's Annual Report & Verbal thanks from Susan Jones (Out-going Chair).** Norma Wright was thanked for her work along with County Cllr. Terry Mendies, and the community councillors. **Annual & Biodiversity Reports** are on the website, along with the Council Accounts. **Resolve:** Prop: D Pollard, Sec: K Ford. Council voted in favour. There were no votes against or abstentions, motion carried.

- 12. Review Insurance Policy:** As part of the risk assessment the insurance policy with Clear Councils had been reviewed, for identified insurable risks with appropriate and adequate cover of public and employer's liability. The policy will be renewed on 1st June, as a three year contract. Clerk will gain quotations from other companies, after the three years. **Resolve:** Prop. S Jones Sec: D Pollard. Council voted in favour.

- 13. Reviewed and adoption of Financial Regulations.** 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 or unnecessary. **Resolve:** Prop: D Pollard Sec: S Jones. Council voted in favour and to adopt the Financial Regulations.

- 14. Reviewed and adoption of the Standing Orders:** Prop: K Ford Sec: D Pollard; Council voted in favour. There were no votes against or abstentions and the motion was carried.

- 15. Finance Matters:**
 - a. Reviewed and adoption of the Annual Governance Statement 2025-2026;**

1 Balance b/f	£34,272	5. Loans	£0
2 Income	£23,562	6.Total other payments	£144,574
3 Total other receipts	£116,173	7. Balance c/f	£19,032
4 Staff Costs	£10,401		

b. Reviewed and adoption of the Council's Policy on Reserves:-balances carried forward at 31st March year ending. With Earmarked and General Reserves total for 2026-2027 £5264.42; being £250 Lottery funds towards Eng/Welsh Signage; £50 Dewi Sant Wall project and £2500 election costs. Remaining funds will go towards Gaiarnhyd Community Field Play Equipment, along with any grants gained. Defibs / Fireworks account funds are raised solely for those items by the community £5866.24. Council agreed to move the Fireworks money into the Defib project account (being clearly marked) then it will be possible to bank separate the Lottery Grant money for evidence for the Lottery Commission and auditors. When used the interest paying account will be used for the reserves. Prop: K Ford Sec: D Pollard; Council voted in favour. There were no votes against or abstentions and the motion was carried.

c. Annual Accounting Return for year ending 1st April 2025 - 31st March 2026; Bank Reconciliation

Opening Balance b/f 1/4/25	£34,272.18	Main Council Account	£7901.51
Income 24/25	£139,735.85	Defib/Fireworks a/c	£5866.24
Less Expenses 24/25	£154,975.86	Reserves a/c	£5264.42
Cash Balance c/f 31/3/25	£19,032.17	Cash at bank	£19,032.17

Accounts c/f Unexpected increase in burials/ashes income £2761; VAT refund of £547.98 and £19802.37 (mostly the Lottery installation of Llanarmon Playing Field) have been received.

The Precept for 2025/2026 was £23,562.00; this has been increased for 2026/2027 to £24,740.00

Council budgeting was on target. Councillors have monitored income and expenditures against the budget carefully, every quarter detailed accounts, including the consideration of its reserves; which were primarily kept and used this year for Llanarmon Playing Field. No large reserves are now being held; again grants will be required for new projects along with fund raising.

d. S137 Expenditure limit (Local Government Act 1972) x 877 Expenditure incurred by LCC was nil. 2025/2026 is £11.10 per electorate. For 2026/2027 £11.60

e. Reviewed and adoption of The Statement of Variance.

f. Reviewed and adoption of the Investment Statement.

g. Reviewed & confirmed of the Council's payments/ subscriptions to other bodies: One Voice Wales: SLCC: Information Commissioners Office - ICO (Direct Debit payment), Zoom, Name2net

h. The appointed Proper Officer/ Responsible Financial Officer /Clerk is Mrs N Wright.

i. Grounds Maintenance: Following the contract being advertised, quotations considered, it was 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.

j. Reviewed Income - Cemetery Charges: Council agreed to continue supporting the WAG of not charging for local children's burials, up to the age of 18. Due to lack of spaces, raising insurance costs and inflation, Council voted for a 5% increase in charges for cemetery fees.

Rents for Hearse House: to remain the same.

Land Grazing Charges Reviewed: Grazing land charges had been reviewed and agreed to remain the same for 2026 with a 5% increase at the next 2027 annual invoice. **Resolve: (a-j) Finance Matters** Prop: K Ford Sec: D Pollard. Council voted in favour to adopt. There were no votes against or abstentions and the motion was carried.

16. Review the Values of Fixed Assets and Adoption of the Register; inventory of land, building, office and outdoor equipment is as listed in the Assets Register: All councillors emailed a full inventory, total value £266,458.00 Prop: D Pollard Sec: K Ford. Council accepted and adopted the values and voted in favour. There were no votes against or abstentions and the motion was carried.

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

a. The Financial Risk Assessment (also covering Procurement Fraud) and internal control procedures had been carried out. LCC found all to be in order. Confirmed the examination of financial risks; printed accounts circulated, confirming actual expenditure against budget. ¼ Accounts/budget reports reviewed.

b. The Internal Auditors Reports and External Wales Auditors Reports are on llanarmon.com webpage. Council had reviewed the internal audit report minuted page 449 on 4.6.25. Then minuted the External Report on 1.10.25 page 460 the action plan had been completed.

c. J D H Business Services will continue as internal auditor, as they are a suitably qualified, independent company, with agreed terms of reference and approved audit plan; issuing a detailed written report in addition to the auditing of the annual return; confirmed by letter of engagement. **Resolve: Items 17 a-c:** Prop: D Pollard Sec: K Ford. Council accepted and voted in favour. There were no votes against or abstentions and the motion was carried.

18. Annual Risk Assessment Policy / Statement & Schedule: Risk Assessments had been carried out and found to be in order. Pprocedures for identified risks, included assets and the minutes & website, were reviewed and adopted; **Resolve:** Prop. S Jones Sec: D Pollard. Council voted in favour. There were no votes against or abstentions and the motion was carried.

19. Election of Councillors/ Representatives for (a) Defibrillators and (b)Kiosks (c) CCTV- monthly checks; (a) Eryrys D Pollard: Graianrhyd K Ford & N Wright: Llanarmon Shop Richard Martindale (volunteer) Mobile unit in Llanarmon Old School Room Sue Hanahoe: (b) Eryrys: K Ford, Graianrhyd Kiosk: K Ford (c) Llanarmon CCTV: S Latham, Mr King (shop manager) N Wright, D Pollard (Chair), Police.

20. a. Clerk's Annual Review /Salary and Expenses: Clerk's annual review was completed, by the Chair; with expenses and pay scale increases agreed. (Part 2 for details)

b. Council agreed to continue with Jones & Graham Payroll services, as they are reliable and suitably qualified. **Resolve:** Prop. S Jones Sec: D Pollard. Council voted in favour to adopt.

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

b. Schedule of Members Remuneration: Return has been sent to WAG. All Councillors had volunteered and signed not to take any allowances; including an annual allowance of £156 plus £52 office supplies, (plus other allowances) for 2026/2027. This will be reviewed in November's Precept meeting for 2027/2028 Financial Year, as bearing in mind new councillors joining, especially following elections.

c. i. Councillors & Clerk Training Plan: all had attended a number of courses; continuing their training.

ii. Rota of Councillors' training: LCC feel satisfied with the overall standard of knowledge now achieved due to attending training which covers most topics. **iii.** Councillors agreed to report back and share training; emailing documents that were provided. **iv.** Future training courses booked but not attended will be paid for by that Councillor.

d. Members Annual Attendance: Details were circulated and are on the website. 12 meetings held, attendance:- S Jones 12: K Ford 12: S Latham 12: D Pollard 11: T Brand 8: H Munro 5: R Rogers 3. There are three vacancies on the council, at the moment. **Resolve:** Prop H Munro Sec. S Latham. Council voted in favour & adopted items 21a-d.

22. Weekly Inspection of Llanarmon Field, Skate & Play Equipment Honorarium. Council agreed the honorarium of £150 per annum; due to the increase of equipment now installed. LCC sincerely 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. Prop. S Jones Sec: D Pollard. Council voted in favour.

23. Review Bank Account Mandate: Signatories on the Mandate & cheques: N Wright, S Jones, D Pollard, S Munro, 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. Debit Card daily spend limit of £8000 to remain with single purchases of £1500. Increases will be authorised as-and-when required by the Council.

24. Rep for Village Bonfire & Fireworks Event –preparation and on the evening: Bonfire clearance H&S: K Ford with volunteers from the village. There had been complaints about no bonfire 2025, this was due to giving the ground time to recover following the massive installation of new playground equipment - this will be reviewed for 2026. Also about the noise the fireworks make. It was agreed the silent ones are not really silent and expensive. H Munro offered to help if possible by offering a field for local horse owners, close by on the night.

25. Election of Assets Risk & H&S Assessment Officers: D Pollard Chair is overall responsible and will review all Risk Assessment Schedules. a. Graianrhyd: K Ford b. Eryrys: D Pollard c. Llanarmon Village: S Latham.

H&S Assessment Warden: G Bryan for Llanarmon Field.

Prop: S Jones Sec: R Rogers, Council voted in favour, no votes against or abstentions, motion carried.

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

27. i Election of Two 'One Voice Wales' Representatives: TBA **ii. Election of AONB Champions:** K Ford, S Latham,

iii. Election of Proposed National Park Representative: D Pollard.

28. Dates of Meetings for 2026-2027, at Dewi Sant, Eryrys (are on the council website) starting at 7pm start, AGM 6.30pm -if required; - on the first Wednesday of each month, except August when no meeting is held as Council is on recess. In some winter months, there may be a meeting by Zoom only; due to snow and icy roads. Prop: K Ford Sec: H Munro. Council voted in favour. There were no votes against or abstentions motion carried.

29. Reaffirming and adoption of Council's Documents: The Chair read out the titles of the policy documents listed; stating that they had been updated during the course of the year as appropriate. D Pollard Chair, proposed accepting all documents Sec: S Jones. 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 & Policy: 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

Policy & Procedure on Public Participation
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; Pay Policy;
CCTV; Health & Safety Policy;
Self Regulatory Protocol for Community Councils
Councillors Allowance Policy
Protocol on Member & Officer Relations
Expenses Policy

30. AOB -None.

Meeting ended at 7.55pm.

Signed Dated