

Cyngor Cymuned Llannon Community Council



Minutes of the Annual Meeting of Llannon Community Council

on

Tuesday 30th May 2023 at 6.00pm

Held remotely via Zoom

Meeting commenced at 6:00pm

The outgoing Vice-Chair, Cllr. Julie Owen opened the meeting.

Minute No. 1 – Members Present.

Cllr. J. Owen (JO)
Cllr. Ll. Davies (LD)
Cllr. R. Lloyd-Davies (RD)
Cllr. P. Owen (PO)
Cllr. C. Davies (CD)
Cllr. S. Eldridge (SE)
Cllr. G. Jones (GJ)
Cllr. R. Jones (RJ)
Cllr. E. Gwyn Evans (EGE)
Cllr. N. Thomas (NT)
Cllr. M. Jones (MJ)

Also Present:

Mrs. C. Hope – Clerk (CH)
Mrs. Ff. Lewis – Deputy Clerk (FL)

Minute No. 2 – Elect a Chair for the Council year 2023/24.

LD proposed that Cllr. J. Owen is elected as the Chair for the Council year 2023/24. SE seconded the proposal. GJ and RJ abstained from voting. All other members present in favour.

Resolved that Cllr. J. Owen is the elected Chair for the Council year 2023/24.

Minute No. 3 – The Chair’s Declaration of Acceptance of Office.

The Chair, Cllr. J. Owen read her Declaration of Acceptance of Office to the Council.

JO thanked the Council for the honour and informed the Council that she has thoroughly enjoyed her participation to date. She also stated that she is looking forward to her role as the Chair for 2023/24.

<p>The Chair Cllr. J. Owen presided over the meeting.</p>
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Minute No. 4 – Elect a Vice-Chair for the Council Year 2023/24.

MJ proposed that Cllr. R. Lloyd-Davies is elected as the Vice-Chair for the Council year 2023/24. SE seconded the proposal. All in favour.

Resolved that Cllr. R. Lloyd-Davies is the elected Vice-Chair for the Council year 2023/24.

Minute No. 5 – The Vice-Chair’s Declaration of Acceptance of Office.

The Vice-Chair, Cllr. R. Lloyd-Davies read her Declaration of Acceptance of Office to the Council.

RD spoke to the Council stating that she is very honoured to become the Vice-Chair and is thoroughly looking forward to working with the Chair and the Council.

Minute No. 6 – Apologies and reasons for absence.

Cllr. S. Stewart (SS) – Holiday.

Cllr. J. Anderson (JA) – Family Commitment.

No other apologies were received through the Clerk.

GJ informed the Council that Cllr. D. Jones was unable to attend this evening's meeting due to a prior agreement with the local MP. GJ also confirmed that DJ is unable to send apologies herself as her phone has broken so she was unable to access her emails.

Minute No. 7 – Declarations of Interests.

There were no new declarations of interests.

Minute No. 8 – Confirmation of the Minutes.

a) Full Council Meeting held on 16th November 2022.

RD proposed that these minutes were a true record. LD seconded the proposal. GJ and SE abstained from voting. All other members present in favour.

b) EGM held on 22nd February 2023.

LD proposed that these minutes were a true record. MJ seconded the proposal. GJ and SE abstained from voting. All other members present in favour.

c) Full Council Meeting held on 19th April 2023.

RD proposed that these minutes were a true record. SE seconded the proposal. All in favour.

d) EGM held on 24th May 2023.

LD proposed that these minutes were a true record. RD seconded the proposal. GJ and MJ abstained from voting. All other members present in favour.

Resolved that the following minutes of the Community Council (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively:

Minutes of the Full Council Meeting held on 16th November 2022.

Minutes of the Extraordinary General Meeting held on 22nd February 2023.

Minutes of the Full Council Meeting held on 19th April 2023.

Minutes of the Extraordinary General Meeting held on 24th May 2023.

Minute No. 9 – Confirmation of Minutes of the Committees.

a) Hall Committee held on 19th July 2022.

LD informed the Council that she did not recall a conversation regarding the Halloween Party take place. LD asked the Clerk if she could remove this item from the minutes. The Clerk agreed to make the amendment.

LD proposed to accept these minutes with the suggested amendment from above. CD seconded the proposal. GJ abstained. All other members present in favour.

b) Finance Committee held on 20th February 2023.

RD proposed that these minutes were a true record. MJ seconded the proposal. GJ and RJ abstained from voting. All other members present in favour.

c) Personnel Committee held on 26th May 2023.

RJ proposed that these minutes were a true record. PO seconded the proposal. All in favour.

Resolved that the following minutes of the Community Council (prints of which having been previously circulated to members via email from the Clerk) be taken as read, and the same are hereby verified, received, and confirmed by all respectively:

Minutes of the Hall Committee held on 19th July 2022.

Minutes of the Finance Committee held on 20th February 2023.

Minutes of the Personnel Committee held on 26th May 2023.

Minute No. 10 – To consider the recommendations made by Committees.

There were no recommendations made from any of the Committees.

Minute No. 11 – To consider Councillor Payments in line with the levels set out by the Independent Remuneration Panel for Wales.

The Clerk has previously circulated to all members of the Council, via email, a breakdown of the Councillor Payments in line with the levels set out by the Independent Remuneration Panel for Wales. Along with the recommendations

to the Councillors. The Clerk informed the Council that three of these payments are mandatory. The Clerk asked the Council their views with regards to the remaining six non mandatory allowances and the Clerk's recommendations.

6.25pm Cllr. N. Thomas joined the meeting.

The Chair asked the Councillors present for their views and opinions.

GJ asked the Chair what were classed as Senior roles. The Chair replied that Senior roles were the Chairs of the Committees and recommendations had been made for Chairs of Personnel, Finance and Assets to received £500.00.

LD stated that these allowances should be offered but each Councillor can choose not to take these allowances if they wish.

6.28pm Cllr. E. G. Evans joined the meeting.

GJ stated that he believed that for the Councillors who have to miss work to attend a meeting then these Councillors should be compensated for their loss of earnings so Financial Loss should be considered.

RD stated that meetings could be changed to try and suit all Councillors that are needed to attend.

SE agreed with GJ as some Councillors might work shift work and therefore this might not accommodate certain meetings.

The Clerk suggested that an amendment is made to the current document stating that the Financial Loss Allowance will be payable if evidence is provided from the claimant.

The Chair informed the Council that herself and the Clerk will try and arrange meetings to suit all.

MJ proposed that the Clerk makes the recommended amendment. SE seconded the proposal. All in favour.

PO proposed that the Council accept the document with the agreed amendment. SE seconded the proposal. All in favour.

Resolved to adopt the document previously circulated by the Clerk with the following amendment:

The Financial Loss Allowance will be payable if evidence is provided from the claimant.

Minute No. 12 – To review the Terms of Reference and delegation arrangements of existing committees:

- i. **Finance Committee.**
- ii. **Personnel Committee.**
- iii. **Appeals Committee.**
- iv. **Assets Committee.**
- v. **Environment Committee.**
- vi. **Policy Review Working Group.**
- vii. **Hall Committee.**

The Chair asked the Council if there were any comments with regards to the above Terms of Reference.

GJ expressed his concerns with regards to the Clerk and Chair being able to sign things off as previously it had always been three people.

The Clerk informed the Council that the Financial Regulations presented by the Finance Committee and previously circulated to members provide more information with regards to this.

RD proposed to accept the Terms of Reference for all the above Committee's as previously circulated via email from the Clerk. SE seconded the proposal. RJ against the proposal. GJ abstained from voting. All other members present in favour.

RD proposed that the Council accept the delegation arrangements for the above committees. NT seconded the proposal. RJ and GJ abstained from voting. All other members present in favour.

Resolved that the following Terms of Reference and delegated arrangements of the Community Council (prints of which having been previously circulated to members via email from the Clerk) be taken as read, and the same are hereby verified, received, and confirmed by all respectively:

- Finance Committee.
- Personnel Committee.
- Appeals Committee.
- Assets Committee.
- Environment Committee.
- Policy Review Working Group.
- Hall Committee.

Minute No. 13 – Appoint members to existing committees/working groups.

The Clerk informed the Council that she had emailed all Councillors requesting that anyone wishing to be on any Committees, express their interest prior to the meeting via email. The Clerk asked the Council if there were any further requests but did not receive a response.

The Clerk informed the Council that for all Committees apart from the Finance and Personnel, she had received the exact number of members needed. The Committees with the exact number of members required were as follows:

Appeals Committee.

LD, SS, JA, EGE and CB expressed an interest.

Assets Committee.

JO, RD, PO, NT, and MJ expressed an interest.

Environment Committee.

RD, LD, CD, EGE and PO expressed an interest.

Policy Review Working Group.

JO and RD expressed an interest.

Hall Committee.

JO, MJ, EGE, CD and SE expressed an interest.

LD proposed to accept the Councillors named above to be elected members of those committees. NT seconded the proposal. All in favour.

Resolved that LD, SS, JA, EGE and CB are elected members for the Appeals Committee.

Resolved that JO, RD, PO, NT, and MJ are elected members for the Assets Committee.

Resolved that RD, LD, CD, EGE and PO are elected members for the Environment Committee.

Resolved that JO and RD are elected members for the Policy Review Committee.

Resolved that JO, MJ, EGE, CD and SE are elected members for the Hall Committee.

Finance Committee.

The Clerk informed the Council that under the Terms of Reference, the Chair (JO) automatically sits on this Committee. LD, RD, NT, SS and GJ had all expressed an interest in the Finance Committee. The Clerk then informed the Council that a vote for each individual, other than JO will need to be held.

6.52pm LD and CD left the meeting.

JO proposed that LD becomes a member of the Finance Committee. NT seconded the proposal. All in favour.

6.53pm LD and CD returned to the meeting. RD left the meeting.

SE proposed that RD becomes a member of the Finance Committee. MJ seconded the proposal. All in favour.

6.54pm RD returned to the meeting. NT left the meeting.

PO proposed that NT becomes a member of the Finance Committee. EGE seconded the proposal. GJ, RJ and SE were against the proposal. All other members present in favour.

6.55pm NT returned to the meeting.

LD proposed that SS becomes a member of the Finance Committee. PO seconded the proposal. GJ and RJ were against the proposal. SE and MJ abstained from voting. All other members present were in favour.

6.56pm GJ left the meeting.

SE proposed that GJ becomes a member of the Finance Committee. There was no seconder to this proposal, therefore there was no vote.

6.57pm GJ returned to the meeting.

EGE proposed to accept that JO, LD, RD, NT, and SS are elected members of the Finance Committee. GJ seconded the proposal. All in favour.

Resolved that JO, LD, RD, NT, and SS are members of the Finance Committee.

Personnel Committee.

The Clerk informed the Council that under the Terms of Reference, the Chair (JO) automatically sits on this Committee. RD, NT, PO, MJ and GJ expressed an interest in the Personnel Committee. The Clerk then informed the Council that a vote for each individual, other than JO will need to be held.

7.00pm GJ left the meeting.

MJ proposed that GJ becomes a member of the Personnel Committee. SE seconded the proposal. PO, NT & EGE voted against, CD, LD, RJ, RLD abstained.

7.02pm GJ returned to the meeting. RD left the meeting.

SE proposed that RD becomes a member of the Personnel Committee. MJ seconded the proposal. RJ abstained. All other members present in favour.

7.04pm RD returned to the meeting. NT left the meeting.

EGE proposed that NT becomes a member of the Personnel Committee. PO seconded the proposal. GJ and RJ against the proposal. SE abstained from voting. All other members present in favour.

7.05pm NT returned to the meeting. JO handed the Chair to RD. PO and JO left the meeting.

LD proposed that PO becomes a member of the Personnel Committee. NT seconded the proposal. GJ and RJ against the proposal. SE abstained from voting. All other members present in favour.

7.07pm JO and PO returned to the meeting. JO presided as the Chair. MJ left the meeting.

RD proposed that MJ becomes a member of the Personnel Committee. SE seconded the proposal. GJ against the proposal. All other members present in favour.

7.08pm MJ returned to the meeting.

EGE proposed to accept that JO, RD, NT, PO, and MJ are elected members of the Personnel Committee. NT seconded the proposal. All in favour.

Resolved that JO, RD, NT, PO, and MJ are members of the Personnel Committee.

Minute No. 14 – Consider the appointment of any new committees in accordance with Standing Order 4.

There was no new appointment of any new committees to consider.

Minute No. 15 – Establish the Terms of Reference and delegation arrangements of any new committees.

There were no Terms of Reference and delegation arrangements of any new committees to establish.

Minute No. 16 – Appoint members to any new committees.

There was no appointment of members to any new committees.

Minute No. 17 – Review and adopt the Code of Conduct of the Council’s members.

The Clerk previously circulated a copy of Llannon Community Council’s Code of Conduct via email to all members of the Council. The Code of Conduct circulated is the Model Code of Conduct and the Clerk recommended to the Council that no changes should be made.

The Chair asked the Council if there were any comments. No comments were made.

PO proposed to adopt the Code of Conduct of the Council’s members. RD seconded the proposal. All in favour.

Resolved to adopt the Code of Conduct of the Council’s members.

Minute No. 18 - Review and adopt the Standing Orders of the Council.

The Clerk informed the Council that the new model standing orders were sent out by One Voice Wales last week which meant that the Clerk hasn’t had adequate time to look through the model. The Clerk recommended that the model standing orders be referred to the Policy Review Working group and return to Full Council at a later date.

RJ was against this suggestion. Agreed by all other members present to adjourn this item to be reviewed by the Policy Review Working Group and bring to Full Council at a later date.

Minute No. 19 - Review and adopt the Financial Regulations & Risk Register of the Council.

The Clerk informed the Council that the Finance Committee have worked through the Financial Regulations (circulated via email prior to the meeting), and they wanted to keep as close to the model Financial Regulations as possible. The Clerk and the Finance Committee were shocked to see how much had been removed from the model previously.

The Chair asked the Council if there were any comments. No comments were made.

SE proposed to adopt the Financial Regulations as previously circulated via email to all members of the Council from the Clerk. NT seconded the proposal. GJ abstained from voting. All other members present in favour.

Resolved to adopt the Financial Regulations that were circulated via email to all members of the Council.

Agreed by all present that the Risk Register will be reviewed following the receipt of the Internal Auditor Report.

Minute No. 20 – Review representation on or work with external bodies and confirm arrangements for reporting back:

a) One Voice Wales Carmarthenshire Area Committee.

SE proposed that JO and RD represent LICC on the One Voice Wales Carmarthenshire Area Committee. MJ seconded the proposal. GJ and RJ abstained from voting. All other members present in favour.

Resolved that JO and RD represent LICC on the One Voice Wales Carmarthenshire Area Committee.

b) One Voice Wales Larger Council Committee.

The Clerk informed the Council that LICC are not members of the One Voice Wales Larger Council Committee.

c) Carmarthenshire Liaison Forum.

NT proposed that JO represent LICC on the Carmarthenshire Liaison Forum. EGE Seconded the proposal. All in favour.

Resolved that JO represent LICC on the Carmarthenshire Liaison Forum.

d) Tumble Family Centre Committee.

EGE Proposed that JO and JA represent LICC on the Tumble Family Centre Committee. GJ seconded the proposal. All in favour.

Resolved that JO and JA represent LICC on the Tumble Family Centre Committee.

e) Cross Hands Public Hall Management Committee.

EGE Proposed that JA, GJ and NT represent LICC on the Cross Hands Public Hall Management Committee. SE seconded the proposal. All in favour.

Resolved that JA, GJ and NT represent LICC on the Cross Hands Public Hall Management Committee.

Minute No. 21 – Review the Council’s Asset Register.

The Clerk informed the Council that the Facilities Officer has been working hard to get the new Asset Register up to the standard it should be. The document is nearly ready to present the Council. The Clerk recommended to Council that the Asset Register is referred to the Assets Committee and then brought to Full Council.

The Chair thanked the Clerk and Facilities Officer for their hard work and agreed that the Asset Register needs to be very thorough.

All members present agreed to refer this item to the Assets Committee and bring back to Full Council at a later date.

Minute No. 22 – Confirm arrangements for insurance cover in respect of all insurable risks.

The Clerk informed the Council that the Asset Register needs to be completed prior to a review of the Councils Insurance Cover.

All members present agreed to refer this item to the Assets Committee and bring back to Full Council at a later date.

Minute No. 23 – To review the Council’s and/or staff subscriptions to other bodies.

a) One Voice Wales membership.

PO proposed to resubscribe to One Voice Wales. SE seconded the proposal. RJ and GJ were against the proposal. All other members present in favour.

b) Clerk SLCC membership.

SE proposed that the Council pays for the Clerks membership to SLCC. NT seconded the proposal. RJ abstained. All other members present in favour.

c) Deputy-Clerk SLCC membership.

SE proposed that the Council pays for the Deputy-Clerks membership to SLCC. NT seconded the proposal. RJ abstained. All other members present in favour.

Resolved that the above memberships be reinstated.

7.36pm GJ left the meeting.

Minute No. 24 – To review the following:

a) Annual Well-being Plan

Refer to the Policy Review Committee.

b) Annual Report.

The Clerk will present the Annual Report in June's meeting.

c) Business Plan.

Refer to the Policy Review Committee.

d) Training & Development Plan.

Refer to the Policy Review Committee.

e) Biodiversity Plan.

Adjourned to June's meeting.

f) Community Engagement Strategy.

PO proposed to adopt the Community Engagement Strategy as previously circulated to all members via email from the Clerk. EGE seconded the proposal. RJ abstained from voting. All other members present in favour.

g) Welsh Language Scheme.

PO proposed to adopt the Welsh Language Scheme as previously circulated to all members via email from the Clerk. EGE seconded the proposal. RJ abstained from voting. All other members present in favour.

h) Freedom of Information Publication Scheme.

PO proposed to adopt the Freedom of Information Publication Scheme as previously circulated to all members via email from the Clerk. EGE seconded the proposal. RJ abstained from voting. All other members present in favour.

i) Data Protection Policy.

PO proposed to adopt the Data Protection Policy as previously circulated to all members via email from the Clerk. EGE seconded the proposal. RJ abstained from voting. All other members present in favour.

j) Privacy Notices.

PO proposed to adopt the Privacy Notices as previously circulated to all members via email from the Clerk. EGE seconded the proposal. RJ abstained from voting. All other members present in favour.

k) Document Retention Policy.

PO proposed to adopt the Document Retention Policy as previously circulated to all members via email from the Clerk. EGE seconded the proposal. RJ abstained from voting. All other members present in favour.

l) Business Continuity Plan.

Refer to Policy Review Committee.

m) Risk Assessment & Action Plan.

Refer to Assets Committee.

n) Grant Award Policy.

PO proposed to adopt the Grant Award Policy as previously circulated to all members via email from the Clerk. EGE seconded the proposal. RJ abstained from voting. All other members present in favour.

Resolved that the following are adopted by the Council:

- Community Engagement Policy.
- Welsh Language Scheme.
- Freedom of Information Publication Scheme.
- Data Protection Policy.
- Privacy Notices.
- Document Retention Policy.
- Requests for Financial Assistance Policy & Procedure.

Minute No. 25 – Review any other policies and procedures as required.

There were no other policies and procedures to review.

Minute No. 26 – Review of the Council’s expenditure incurred under S.137 of the Local Government Act 1972 or the power of well-being.

The Clerk informed the Council that this would be presented to the Council with the end of year finance report.

7.43pm GJ returned to the meeting.

Minute No. 27 – Determine the time and place of Ordinary Meetings of the Council up to and including the next Annual Meeting of the Council.

PO proposed to accept the following dates for Full Council Meetings:

- *Wednesday 21st June 2023.*
- *Wednesday 26th July 2023.*
- *Wednesday 27th September 2023.*
- *Wednesday 25th October 2023.*
- *Wednesday 29th November 2023.*
- *Wednesday 31st January 2024.*
- *Wednesday 28th February 2024.*

- *Wednesday 27th March 2024.*
- *Wednesday 24th April 2024.*
- *Wednesday 29th May 2024.*

SE seconded the proposal. RJ and GJ were against the proposal. All other members present in favour.

Resolved that the following dates will be for Full Council meetings:

- Wednesday 21st June 2023.
- Wednesday 26th July 2023.
- Wednesday 27th September 2023.
- Wednesday 25th October 2023.
- Wednesday 29th November 2023.
- Wednesday 31st January 2024.
- Wednesday 28th February 2024.
- Wednesday 27th March 2024.
- Wednesday 24th April 2024.
- Wednesday 29th May 2024.

RD thanked the Clerk and all the staff for their hard work.

JO reminded the Council that the Clerk is currently on light duties after her accident and thanked her for all her hard work.

The Chair closed the meeting at 7.50pm

Signed

Date

(Chair)