

CYNGOR CYMUNED LLANNON COMMUNITY COUNCIL



Minutes of the Annual Council Meeting of Llannon Community Council
on
Wednesday 18th May 2022, 6.00pm
Held remotely via Zoom

The Chair wished to thank Llannon Community Council and wished the new council, Chair and Clerk the best of luck.

Meeting commenced at 6:03pm

Minute no. 1 - Members Present

Cllr. M Jones (MJ)
Cllr. L Williams (LW)
Cllr. C Davies (CD)
Cllr E Dole (ED)
Cllr. R.Lloyd-Davies (RD)
Cllr.J.Owen (JO)
Cllr.N.Holman (NH)
Cllr.C.Bowkett (CB)
Cllr.R.Jones (RJ)
Cllr.D.Jones (DJ)
Cllr.L Davies (LD)
Cllr.S.Stewart (SS)
Cllr.P.Owen (PO)
Cllr.N.Thomas (NT)
Cllr. E.G.Evans (EGE)

The outgoing Chair, Cllr M Jones opened the meeting.

Also present: Mrs Clare Hope – Clerk

Minutes taken via Zoom recording by: Mrs Wendi Freeman

Minute No. 2 -To elect a Chair for the Council Year 2022/23

Cllr L Davies proposed Cllr Lesley Williams be nominated as Chair for the council year 2022/23

Seconded - Councillor N.Thomas

All members present in favour, except Cllr N Holman who abstained.

Resolved- Councillor Lesley Williams elected as Chair of Llannon Community Council Year 2022/2023

Minute no. 3 – Chair’s declaration of acceptance of Office

The Chair Cllr. L.Williams read her declaration of acceptance of office to the meeting.

“LW- Thank you very much for the honour. I will do my best to look after you and your interests, and hope that we will co-operate and work together for the benefit of our community. Thank you”.

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| <p>Chair Cllr L.Williams presided over the meeting.</p> |
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Minute no. 4 – Election of Vice-Chair 2021/22

It was proposed by Cllr E.Dole and that Cllr J.Owen be appointed as the Vice- Chair for 2022-23.

Seconded -Cllr E Evans

All members present in favour, except Cllr N Holman who abstained.

It was resolved that Cllr.J.Owen be appointed as the Vice-Chair for 2022/23

Minute No.5 - To receive the Vice-Chair’s Declaration of Acceptance of Office

The Vice-Chair Cllr. J Owen read her declaration of acceptance of office to the meeting.

JO – “Thank you very much, if I can just echo Cllr Williams’ words. I will do my best on behalf of the community.”

The Chair congratulated Cllr J Owen on her appointment.

Minute No.6 - To receive declarations of Interest.

Councillor D.Jones - Carmarthenshire County Council & LEA appointed governor of Tumble & Llechyfedach Federation.

Councillor Llinos Davies – Carmarthenshire County Council

CH- clarified that she has received declarations of interest forms from each of the members and that it will be present on the council website shortly.

LW- Understands it is a statutory duty to publish declarations of interest on the council's website.

Minute No.7- Confirmation of the accuracy of the minutes of the council meeting held on 9th March 2022

LD- made the observation there was a lot of dog mess in the area.

Cllr D.Jones proposed that the minutes of the meeting held on 9th March 2022 were accurate.

Seconded- Cllr L Davies

All members present in favour

Resolved-the minutes of the meeting held on 9th March were accurate

The Clerk advised the meeting that there are several items on the agenda as they are on the Standing Orders so had to be included on this AGM. The Standing Orders will need to be reviewed. The Clerk noted that some business will not be relevant.

Minute No.8 - Receipt of the minutes of the last meeting of a committee

Not Applicable

Minute No.9. Consideration of the recommendations made by a committee

Not Applicable

Minute No. 10 - Review of delegation arrangements to committees, sub-committees, staff and other local authorities.

- a) **Finance Committee**
- b) **Personnel Committee**
- c) **Appeals Committee**
- d) **Risk Assessment Committee**

e) **Policy Review Committee**

f) **Hall Committee**

g) **Environment Committee**

The Clerk noted she has sent a delegations document today. The Chair asked if the council could look at this again. The Clerk noted there was some business that needs to be attended to so requested a meeting is arranged for next week. The delegations could be reviewed then.

Cllr E.Dole proposed to hold an EGM on Wednesday 25th May 2022

Seconded- Councillor M.Jones

All members present voted in favour other than Cllr N.Holman who voted against.

Resolved to hold an EGM on Wednesday 25th May 2022

Minute No.11- Review of the terms of reference for committees

CH- requested the council discuss point 12 on the agenda – Appointment of any new committees in accordance with standing order number 4. The clerk would like the council to consider a Policy Review committee as there are a number of policies that need to be reviewed and some that have not been created, and the committee meet to start working on policies and getting them up to date, as some of them are regarding quite serious issues and we do have to have these in place.

Cllr E Dole proposed that a Policy Review Committee be established.

Seconded - Cllr D Jones

Cllr Holman asked if the committee is needed as the council previously paid an external company to provide policies on their behalf.

The Clerk explained that Ellis Whittam has a number of HR and Personnel policies, but they do not deal with council related policies.

Cllr N Holman- was happy with that clarification and happy to accept.

All members present in favour

Resolved- that a policy review committee is established

a) **Finance Committee**

Nominations received: Cllr L. Williams (Chair), Cllr L. Davies, Cllr, E.G.Evans, Cllr, R.Davies, Cllr, M.Jones

*Cllr R.Jones proposed the members of the Finance Committee
Seconded - Cllr J.Owen*

All members present in favour

**Resolved Finance Committee members for 2022/23 to be:
Cllr L Williams Cllr, L. Davies, Cllr E.G.Evans, Cllr R.Davies, Cllr M.Jones**

b) **Personnel Committee**

Nominations received: Cllr L.Williams, Cllr. R.Jones, Cllr. E.G.Evans, Cllr.M.Jones, Cllr.E.Dole

*Cllr. D.Jones proposed the members of the Personnel Committee
Seconded- Cllr.N.Thomas*

All members present in favour

**Resolved Personnel Committee members for 2022/23 to be:
Cllr L Williams, Cllr R.Jones, Cllr E.G.Evans, Cllr R.Davies, Cllr M.Jones**

c) **Appeals Committee**

Nominations received: Cllr J.Owen (Vice chair), Cllr.S.Stewart, Cllr.N.Thomas, Cllr.L.Davies, Cllr.C.Bowkett

All members present in favour

**Resolved Appeals Committee members for 2022/23 to be:
Cllr J.Owen, Cllr.S.Stewart, Cllr.N.Thomas, Cllr.L.Davies, Cllr.C.Bowkett**

d) **Risk Assessment Committee**

Chair suggested 3 people for this committee as in the past.

Nominations received: Cllr.M.Jones, Cllr.J.Owen, Cllr.P.Owen

*Cllr.E.Dole proposed the above councillors for the Risk Assessment
Committee*

Seconded-Cllr.N.Jones

All members present in favour

**Resolved Risk Assessment Committee members for 2022/23 to be:
Cllr.M.Jones, Cllr.J.Owen, Cllr.P.Owen**

e) Policy Review Committee

Nominations received: Cllr.L.Williams, Cllr.J.Owen, Cllr.E.Dole, Cllr.R.Davies

Cllr.R.Jones proposed the above councillors for the Policy Review Committee

Seconded- Cllr.E.G.Evans

All members present in favour

**Resolved Policy Review Committee members for 2022/23 to be:
Cllr.L.Williams, Cllr.J.Owen, Cllr.E.Dole, Cllr.R.Davies**

f) Hall Committee

Nominations received: Cllr.R.Jones, Cllr.D.Jones, Cllr.C.Davies,
Cllr.E.G.Evans, Cllr.L.Davies

Cllr.E.Dole proposed the above councillors for the Hall Committee

Seconded- Cllr.J.Owen

All members present in favour

**Resolved Hall Committee members for 2022/23 to be:
Cllr.R.Jones, Cllr.D.Jones, Cllr.C.Davies, Cllr.E.G.Evans, Cllr.L.Davies**

g) Environment Committee

Nominations received: Cllr.L.Williams, Cllr.R.Davies, Cllr.E.G.Evans,
Cllr.C.Davies, Cllr.L.Davies

Cllr.D.Jones proposed the above councillors for the Environment Committee.

Seconded- Cllr C Bowkett

All members present in favour

**Resolved Environment Committee members for 2022/23 to be:
Cllr.L.Williams, Cllr.R.Davies, Cllr.E.G.Evans, Cllr.C.Davies, Cllr.L.Davies**

Minute No.12- Review and adoption of appropriate standing orders and financial regulations

Adjourned to the next Policy Review Committee meeting

Minute No.13 -Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

Adjourned until standing orders are updated

Minute.14- Review of representation on or work with external bodies and arrangements for reporting back:

a) One Voice Wales Carmarthenshire Area Committee

Cllr.N.Thomas proposed Cllr.L.Williams

Seconded- Cllr.E.Dole

All members present in favour

Resolved – Cllr L Williams elected as One Voice Wales Carmarthenshire Area Committee Representative for 2022/23

b) One Voice Wales Larger Council Committee

Cllr. L Davies Proposed Cllr.E.Dole

Seconded Cllr.D.Jones

All members present in favour

Resolved – Cllr E Dole elected as One Voice Wales Larger Council Committee Representative for 2022/23

c) Gwendraeth Group of Community Councils

Cllr.J.Owen proposed Cllr.E.G.Evans

Seconded- Cllr.P.Owen

All members present in favour

Resolved – Cllr E G Evans elected as Gwendraeth Group of Community Councils Representative for 2022/23

d) Carmarthenshire Liaison Forum

Nominations received: Cllr.E.G.Evans, Cllr.L.Williams

Cllr.E. Dole proposed the above councillors.

Seconded- Cllr.N. Thomas

All members present in favour

Resolved – Cllrs E G Evans and Cllr L Williams elected as One Voice Wales Carmarthenshire Liaison Forum Representatives for 2022/23

e) Cymdeithas Mynydd Mawr Ltd

CH informed the council that the company had been struck off from Companies House. She intends to try and find out what is happening and will report back to council as soon as possible.

f) Tumble Family Centre Committee

Cllr.N. Thomas proposed Cllr.J.Owen

Seconded- Cllr.L Davies

All members present in favour

Cllr.P. Owen proposed Cllr.S.Stewart

Seconded- Cllr.E. Dole

All members present in favour

Resolved – Cllrs J Owen and S Stewart elected as Tumble Family Centre Representatives for 2022/23

g) Cross Hands Public Hall Management Committee

Cllr.E. Dole proposed Cllr. C.Davies

Seconded- Cllr.E.G.Evans

All members present in favour

Resolved – Cllr Christopher Davies elected as the Cross Hands Public Hall Representative for 2022/23

h) HLF Enhanced Grasslands Project

Cllr.N.Thomas proposed Cllr.P.Owen

Seconded- Cllr.E.G.Evans

All members present in favour

Cllr.E.G.Evans proposed Cllr.E.Dole

Seconded Cllr.L.Davies

All members present in favour

Resolved – Cllr’s P Owen and E Dole elected as Representatives of HLF Enhanced Grasslands Project 2022/23

Minute No.15 - Review of inventory of land and other assets including buildings and office equipment

Adjourned to a meeting at a later date.

Minute No.16 - Confirmation of arrangements for insurance cover in respect of all insurable risks

The Clerk noted the insurance renewal was due whilst the council were in purdah, and clerk would like to bring it to the finance committee at a later date.

Vehicle insurance has been changed to accommodate the new employee who is a driver under 21.

Minute No.17 - Review of the Council’s and/or staff subscriptions to other bodies

The Clerk explained all renewals are updated and if any others are due during the year she will bring them to full council for discussion then.

Minute No.18- Review of the Council’s complaints procedure

To be reviewed by Policy Review Committee

Minute No.19 - Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

To be reviewed by Policy Review Committee

Minute No. 20- Review of the Council’s policy for dealing with the press/media

To be reviewed by Policy Review Committee

Minute No.21- Review of the Council’s employment policies and procedures

The Clerk advised the policies from Ellis Whittam need to be reviewed by the personnel committee and then the council need to formally adopt policies.

Minute No. 22 - Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.

The Clerk advised that full financial reports will be presented in a full council meeting, so if I could ask that the point be adjourned to the next council meeting

Minute No. 23 - Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the Council.

The Clerk noted the council meet every third Wednesday of the month other than in August. As the third Wednesday in December is so close to Christmas, the Clerk recommended that the council meet ten times this year.

Cllr.E.Dole proposed the council meet as advised by the Clerk

Seconded – Cllr C.Bowkett

All members present in favour

Resolved – The council will meet the third Wednesday of every month other than in August and December 2022.

The Clerk advised that due to the difficulties in translation for hybrid meetings, the Clerk asked the council to agree to continue with meetings via Zoom, until there is an amendment to the law allowing face to face meetings without hybrid.

Cllr.J.Owen proposed the council follow the Clerk’s advice.

Seconded- Cllr.R.Jones

All members present in favour

Resolved – The council will continue to meet via Zoom until such time as the law is amended to allow face to face meetings without hybrid.

The Chair closed the meeting at 19.15pm

Signed

Date

Chair