

Llangattock Community Council

CYNGOR CYMUNED LLANGATWIG

The following are the minutes of the **Annual meeting** of Llangattock Community Council held online with on **Monday 17th May 2021** at **7:00pm**

Attendance:

Kay Bailey - Clerk

Minutes

1. To elect the Chairman for the year 2021/2022

Cllr R Jones was **proposed** by Cllr A Williams as Chair and **seconded** by Cllr G Dobbs.

Resolved: All Councillors voted for Cllr R Jones to be Chair 2021-2022.

2. Chairman to sign acceptance.

3. To elect the Vice Chairman for the year 2021/2022.

Cllr G Jones **proposed** Cllr A Williams for this position and **seconded** by Cllr J Rees.

Resolved: All Councillors voted for Cllr A Williams to be Vice-Chair 2021-2022

4. Vice Chair to sign acceptance.

5. Apologies for absence.

Cllr S Ady

6. Declarations of interest changes.

No Councillors stated any changes at this time.

7. To confirm the Standing Committees for 2021/2022.

Proposed by Cllr T Jones and **seconded** by Cllr M Reynolds that the Standing Committees remain the same for the year 2021-2022.

Resolved: The motion was voted for unanimously.

Councillors were reminded that the specifics of delegation for the committees will be discussed in a separate meeting.

8. To elect Councillors to Standing Committees.

Proposed by Cllr M Reynolds and seconded by Cllr H Burns that all members remain on the committees that they were sitting on in 2021-2022.

Resolved: The motion was voted for unanimously.

9. To elect Councillors to Outside Bodies.

- Llangattock Community Hall Management Committee nominees x 2
Cllr R Jones and Cllr G Dobbs – Cllr R Jones reminded all Councillors that the trustees are looking for more members for their committee.
- Llangattock Church of Wales Primary School Governors
Cllr A Williams
- One Voice Wales Area Committee
Open to all

- Five Councils Area Liaison Committee
Open to all, the Clerk confirmed that there have been no meetings over the lockdown period for this group. Invites will be sent to all.
- Llangattock Allotment Committee
Cllr G Dobbs and Cllr T Jones
- Other Committees
PAVE – Cllr K Inglis

10. Risk Assessments and Policy review (including terms of reference for committees).

Code of Conduct
Financial Regs
Standing Orders
Co-option policy procedure and Induction Process
General Privacy Notice
Communications Policy
Grievance Policy – attached, not fit for purpose
Recovering Allowance Policy – do not have
Sickness Policy – do not have
Staff Appraisal Policy – do not have
Training & Development Policy – do not have
Local Resolutions policy
Model Publication Scheme – attached
Anti-Bullying and Harassment
Grants
Equality & Diversity Policy
Complaints Policy and Procedure
Memorial Bench Policy
High Consequence Infectious
<u>Risk Assessments</u>
Full Risk Assessment
Toilets
Outdoor activities (COVID)
Play Ground (COVID)

Comments from Cllr S Ady to be dealt with, Cllr A Williams will be given access to edit for grammar. All documents that involve stating Neville Hall as the local accident and emergency department need to be changed accordingly.

Cllr T Jones thanks Cllr S Ady and the Clerk for undertaking this piece of work.

Proposed by Cllr M Reynolds and **seconded** by Cllr G Jones to accept all the policies other than the Grant application which will be passed to Finance, for Cllr R Jones to sign the policies on the Council's behalf.

Central Services to have their Terms of reference changed to review policies throughout the

year, to help with the Annual Meeting process.

11. Confirmation/review of asset register.

The RFO presented the reviews asset register for all Councillors, there is a piece of work still ongoing with Finance to gather the rest of the information that the new report from Scribe allows to be input.

Proposed Cllr A Williams and **Seconded** Cllr K Inglis that the asset register be accepted.

Resolved: The motion was voted for unanimously.

The need for a surveyor was noted by the Council.

12. Insurance Renewal and renew of fidelity guarantee.

The Clerk confirmed that the insurance company have not yet produced the renewal.

13. Appointment of internal auditor for the year 2021-2022.

The Clerk confirmed that the current internal auditor would be happy to continue.

Proposed Cllr G Jones and **seconded** by Cllr A Williams that the internal auditor be retained.

14. Dates for Ordinary meetings for the coming year.

The Council confirmed that the date in the Standing Orders of the third Tuesday of every month remain the same.