

# LLANGATTOCK COMMUNITY COUNCIL CYNGOR CYMUNED LLANGATWG

**Minutes of the Annual Meeting of Llangattock Community Council**  
Held online via GoToMeeting on Tuesday 20th May 2025 at 6:00pm

**Present:** Cllr G Jones, Cllr T Jones, Cllr H Burns, Cllr S Ady, Cllr G Logie, Cllr S Jones  
**Apologies:** Cllr J Rees, Cllr G Dobbs  
**Clerk:** Kay Bailey

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## 1. Election of Chair for 2025/26

Cllr T Jones was nominated.

**Resolved:** That Cllr T Jones be elected Chair for the year 2025/26 and sign the Declaration of Acceptance of Office.

Proposed: Cllr S Ady

Seconded: Cllr G Jones

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## 2. Election of Vice-Chair for 2025/26

There were no nominations.

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## 3. Minutes of Previous Meeting

Deferred to the next Full Council meeting.

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## 4. Committee Minutes

Deferred to the next appropriate committee meeting.

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## 5. Recommendations from Committees

Deferred to the next Full Council meeting.

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## 6. Review of Delegation Arrangements

The Scheme of Delegation, including delegated authority to the Clerk, was reviewed.

**Resolved:** That the existing Scheme of Delegation is confirmed and adopted without amendment.

Proposed: Cllr S Jones

Seconded: Cllr S Ady

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## 7. Review of Terms of Reference for Committees

The updated terms of reference for the Community and Environment Committee were presented.

**Resolved:** That the revised terms of reference be adopted.

Proposed: Cllr S Jones

Seconded: Cllr G Logie

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## 8. Appointment of Members to Committees

Membership of committees was considered.

**Resolved:** That committee memberships be approved as presented.

Proposed: Cllr G Jones

Seconded: Cllr S Ady

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## 9. Appointment of New Committees

No new committees were proposed.

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## 10. Review and Adoption of Standing Orders and Financial Regulations

### 10. Review and Adoption of Standing Orders and Financial Regulations

Standing Orders (adopted May 2024) and Financial Regulations (adopted March 2025) were reviewed.

**Resolved:** That the Council confirms the continued adoption of Standing Orders and Financial Regulations as currently in force.

Proposed: Cllr T Jones

Seconded: Cllr G Jones

The following amendments to Standing Orders were considered:

- **Motion:** To amend Standing Orders to change the timing of the Annual Meeting to 7:00pm on a date separate from the Ordinary Meeting.  
Proposed: Cllr G Jones  
Seconded: Cllr H Burns  
**Resolved:** Approved
  - **Motion:** To remove items 20 and 21 from the Annual Meeting agenda, with these matters to be reviewed within ordinary meetings.  
Proposed: Cllr G Jones  
Seconded: Cllr S Ady  
**Resolved:** Approved
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## 11. General Power of Competence

The Council noted that it is not currently eligible.

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## 12. Annual Report

The Annual Report was noted as being in draft and will be presented at a future meeting.

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## 13. Training Plan

The Training Plan was reviewed.

**Resolved:** That the Training Plan be adopted.

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## 14. Review of Arrangements with Other Bodies

Existing arrangements with external organisations were reviewed and noted.

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## 15. Review of Representation on External Bodies

The following appointments were confirmed:

- Village Hall Committee – Cllr H Burns, Cllr G Dobbs
  - LACAS – Cllr J Rees, Cllr G Dobbs
  - School Governor position to remain vacant
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## 16. Review of Inventory of Land and Assets

The asset register was reviewed and noted.

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## 17. Insurance Arrangements

The Council considered the insurance renewal.

**Resolved:** To accept the insurance quotation via Gallaher for a Hiscox policy and authorise payment.

Proposed: Cllr G Jones

Seconded: Cllr H Burns

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## 18. Review of Subscriptions and Regular Payments

The Clerk advised that subscriptions, memberships, and regular service payments had been considered and approved as part of the Council's budget setting process in January 2025.

The current list of subscriptions and service agreements was presented.

**Resolved:** That the Council notes and confirms the continuation of subscriptions and ongoing commitments as presented, in line with the approved budget.

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## 19. Complaints Procedure

The Complaints Procedure was reviewed.

**Resolved:** That the procedure be approved.

Proposed: Cllr G Jones

Seconded: Cllr S Ady

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## 20. Freedom of Information and Data Protection

To be reviewed within monthly meetings.

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## 21. Press and Media Policy

Deferred to a future meeting.

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## 22. Employment Policies

To be reviewed within ordinary meetings.

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## 23. Section 137 Expenditure

The report was reviewed and noted.

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## 24. Internal Financial Controls

The Council reviewed its arrangements for financial management, including budget monitoring, bank reconciliation, and the reporting of payments to Council.

**Resolved:** That the Council confirms that it maintains an adequate system of internal financial control.

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## 25. Appointment of Internal Auditor

The Council considered internal audit arrangements.

**Resolved:** That Sue Lily be appointed as Internal Auditor for 2025/26.

Proposed: Cllr G Jones

Seconded: Cllr S Ady

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## 26. Schedule of Meetings

**Resolved:** That ordinary meetings continue on the third Tuesday of each month.

Proposed: Cllr S Ady

Seconded: Cllr T Jones

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**Meeting closed.**