

**LLANSTEFFAN AND LLANYBRI COMMUNITY COUNCIL
MINUTES OF THE ANNUAL MEETING (REMOTE) MEETING HELD AT 6.30 PM MONDAY 17th MAY 2020**

PRESENT:

**Chair – Cllr Cerian Lodwick
Vice Chair - Cllr Rhys Schelewa-Davies
Clerk – Rhian Worrell
Cllr Charles
Cllr Anthea Evans
Cllr Mel James**

In attendance:

CCllr Carys Jones and 6 members of the public.

The meeting commenced at 6.31 pm.

Prior to embarking on the agenda, the Chair reiterated SOs 3(l) which refers to prior written consent having to be sought before a member of the public or press can record, photograph etc. Community Council meetings.

Item 1 – Apologies

- No apologies were received. Five letters of resignation have been tendered and accepted by the Chair since the last monthly meeting. Those listed above represent full council at present.
- The Clerk outlines the process that LLCC was required to follow in order to fill a vacancy. There are three Notices of Vacancy on the notice boards and on the website, please refer to these sources or contact the clerk if clarification is required. Provided no election request is received by CCC within the stated time scale, LLCC will proceed to co-option.

Item 2 – Election of Chair/Vice Chair

- Given the fall in councillor numbers Cllr Lodwick agreed to remain as Chair (on a bi-monthly review basis).
- Given the fall in councillor numbers Cllr Evans agreed to remain as Vice Chair (on a bi-monthly review basis).
- There were no other nominations put forward.

It was resolved that Cllr Lodwick would remain as Chair and Cllr Evans would remain as Vice Chair. Declaration of Office to be signed after Zoom meeting. The vote was carried unanimously.

Proposed Cllr James Seconded Cllr Charles

Item 3 – To receive and confirm the accuracy of the last AGM minutes held on 20th May 2019

It was resolved that the minutes of LLCC AM dated 16 November 2020 would be signed as an accurate record of the meeting.

Proposed Cllr Evans Seconded Cllr Schelewa-Davies

Item 4 – Consideration of the recommendations made by the Council at that meeting

- No recommendations were made at last year’s AM. The Clerk went through the resolutions to remind all present of what was agreed and to review actions accordingly.

Item 5 – Review of delegation arrangements to committees (HR, Finance, Green and Plastics)

ACTIONS

Chair and Vice to sign new ‘Declarations of Acceptance of Office’

- Delegation arrangements for the Green and Plastics Committee are contained in the Terms of Reference and remain extant. Due to the lack of councillors at present, the HR or Finance Committees will not convene. This item in relation to the HR and Finance committees will be deferred until additional members can be placed on the committees. In the meantime, any matters pertaining to Finance and/or HR will come to Full Council.

It was resolved that the membership of the HR and Finance committees will be deferred until additional members can be placed on the committees and any matters pertaining to Finance and/or HR will come to Full Council.

Proposed Cllr Evans Seconded Cllr Schelewa-Davies

Item 6 – Review of terms of reference for committees (HR, Finance, Green and Plastics)

- Terms of Reference are now in place for the HR, Green, Finance and Plastics Committee.

It was resolved that having only recently been reviewed the current terms of reference remain extant.

Proposed Cllr James Seconded Cllr Charles

Item 7 – Appointment of members to existing committees

It was resolved that the names of those who had resigned would be removed from the current committees and once new members joined the Community Council membership of all Committees would be reviewed.

Proposed Cllr James Seconded Cllr Charles

Therefore, the current committee membership is as follows:

- **HR** – Current members: Cllr Lodwick and Cllr Evans.
- **Green** – Current members: Cllr Lodwick, Cllr Evans, and Cllr Schelewa-Davies.
- **Finance** – Current members: Cllr Evans.
- **Plastics** – Current members: Cllr Lodwick, Cllr Evans, Cllr Schelewa-Davies and CCllr Jones.
- **Morfa** – Current members: Cllr Lodwick and CCllr Jones.
- **Planning** – Current members: Cllr James and Cllr Charles.

Item 8 – Appointment of new committees/working groups in accordance with Standing Order 4

- It was resolved at the last annual meeting to establish a working party for parking/traffic issues in Llansteffan. The membership was made up of Cllr Harrison, Cllr Woodruff and Cllr James. There remains only one member of this working party. Therefore, this working party would be re-constituted once new members are on LLCC.

It was resolved that the Parking Working Party be reconstituted once new members are in place.

Proposed Cllr Evans, Seconded Cllr Charles

Item 9 – Review and adoption of appropriate Standing Orders and Financial Regulations

- Finance Regulations were reviewed and published in Feb 21.
- Standing Orders were reviewed and published in Feb 21.

Item 10 – Review of arrangements (including legal agreements) with other local authorities

- LLCC have a legal agreement with CCC and the Sports Assoc in relation to the Morfa. The Clerk has gathered the documents (i.e., the lease agreement with CCC and the Licence agreement with Llansteffan Sports Club). The Clerk has reviewed the documents, given that the lease dates from 1989 she suggested to LLCC that in the near future the three parties involved get together to iron out any anomalies, so as to avoid misunderstandings over responsibility going forward.

Item 11 – Review of representation on or work with external bodies and arrangements for reporting back

- One Voice Wales – Cllr Evans remains the LLCC representative.
- Sports Assoc – Ex Cllr Robinson was the representative. Cllr Schelewa-Davies agreed to be the conduit between LLCC and the Sports Assoc until an alternative replacement could be found after the co-option process was complete.
- LLCC representative Llansteffan School Governing Body - Cllr Schelewa-Davies.
- County Council Forum – Once again as this forum had not sat for some time representatives would be identified as and when needed.

It was resolved that Cllr Evans remains OVW Rep, Cllr Schelewa-Davies acts as the conduit between LLCC and the Sports Assoc until a new representative can be found and Cllr Schelewa-Davies continues in the role of LLCC Llansteffan School Governing Body Rep.

Proposed Cllr Lodwick, Seconded Cllr Woodruff

Item 12 – Review of inventory of land and assets including office equipment

- The Clerk stated that she had reviewed the Asset Register and had visited the relevant locations. Clerk reported all assets were present and in good order (besides those issues discussed in previous ordinary meetings e.g., Hen Gapel wall, Second Steps Information Board). A new filing cabinet was purchased in Feb 21 and has been brought onto the Asset Register.

Item 13 – Confirmation of arrangements for insurance cover in respect of all insured risks

- The Clerk has reviewed the Zurich insurance cover and to her knowledge the policy seemed adequate for LLCC needs. She asked for permission to investigate alternative providers just to see if the insurance could be obtained for a more competitive price. Members agreed.

Item 14 – Review of Council's and/or staff subscriptions to other bodies

- The Clerk stated that there are two bodies LLCC subscribe to: One Voice Wales (OVW) and Society of Local Council Clerks (SLCC). OVW is an information and advice resource for the use of all Cllrs. SLCC is an information and advice resource for clerks.

Item 15 – Review of LLCC's Complaints Procedure

- Chair stated that the complaints procedure was currently under review and a draft policy would be brought forward to the June meeting.

Clerk to note for July agenda

Item 16 – Review of LLCC’s procedure for handling FOI requests

- Vice stated that LLCC follow the legislation as and when a FOI request is received. The website complies with the rules relating to what should be published by LLCC.

Item 17 - Review of LLCC’s policy for dealing with the press/media

- There are guidelines in Standing Orders, at the last annual meeting the Clerk stated she would have a look at specific policies already in existence with other councils and bring a draft policy forward to LLCC for consideration. She has not had time to do this yet but will attempt to complete this task and bring forward a draft policy for the July meeting.

Item 18 - Determine the time and place of ordinary meetings of the Full Council up to and including the next annual meeting

- The Chair and Vice spoke about current emergency regulations (COVID) relating to the nature of face-to-face council meetings in the future. There is conflicting advice and OVW have approached the Welsh Government for clarification. Once clarification has been received the information would be disseminated accordingly.

It was resolved that ordinary meetings would remain every third Monday of each month (excluding August). The next AGM would be May 2022.

Proposed Cllr Evans, Seconded Cllr Robinson

Chair closed the meeting at 7.04pm.

..... Date:

Chair
Cerian Lodwick

Clerk to look at policies for dealing with the media

Cllrs to note dates