



**CYNGOR CYMUNED YR YSTOG
CHURCHSTOKE COMMUNITY COUNCIL**

E J Humphreys MA Oxf, FdA Community Governance, FSLCC
Clerc i'r Cyngor | Clerk to the Council

2 Rows Terrace, Plough Bank, Montgomery, Powys, SY15 6QD.

**MINUTES of COUNCIL ANNUAL MEETING
on Thursday 25th May 2023 at 7.30pm**

at Churchstoke Community Hall and remotely on Zoom-Pro platform.

- 1.0 Welcome, Attendance, Remote Meeting Etiquette:** to record attendance, and to remind attendees to show civility and respect to all, throughout the meeting in line with the obligations of the Code of Conduct.

Attendance at the hall: Cllr J Jones, Cllr M J Jones, Cllr R K McLintock, Cllr A Richards, Cllr B L Smith, Cllr C P Smith, Cllr J N Wakelam, Cllr M A Whittall.

Attendance online: None.

The Chairman welcomed Councillors and Clerk and reminded attendees to show civility and respect to all throughout the meeting.

In attendance: E J Humphreys (Clerk to the Council).

2.0 Elections of Chairman & Vice-Chairman for the Municipal Year 2023-2024

- 2.1 **Chairman:** to receive nominations, to resolve the election of Chairman, and the new Chairman to sign the Declaration of Acceptance of Office and take the Chair. Nominations will be taken from the floor.
Council received one nomination.

RESOLVED

CCC elects to the office of Chairman as follows: Cllr M J Jones.

- 2.2 **Retiring Chairman:** to receive the retiring Chairman's report.
Cllr B L Smith remarked on a calm year with no major projects in view of the difficult economic circumstances and thanked all councillors and the Clerk for their support to the community and to the council during his term of office.
- 2.3 **Incoming Chairman:** to receive the incoming Chairman's address.
Cllr M J Jones thanked Council for its confidence in electing him as Chair for the coming year, and thanked the retiring Chairman Cllr B L Smith for his past 2.5 years term during the Covid pandemic and the implementation of remote access to meetings. He expressed a wish that the community council can continue to exert its best efforts for the benefit of the community as a whole.
- 2.4 **Vice-Chairman:** to receive nominations and to resolve the election of the Vice-Chairman. Nominations will be taken from the floor.
Council received one nomination.

RESOLVED

CCC elects to the office of Vice-Chairman as follows: Cllr R K McLintock.

3.0 Apologies for Absence: to receive, and resolve if desired, to approve absence(s).

Apologies for absence approved by Council: None.

Apologies for absence received: Cllr D Bebb, Cllr D N Yapp.

Other Members Absent: None.

4.0 Declarations of Members' Interests and Dispensations: to receive declarations of interest from Members in accordance with Part III of the Local Government Act 2000, which established the Local Government Code of Conduct for Members, and to note Members' dispensations. Members are asked to submit any declaration forms to the Clerk (papers 5a-b previously circulated).

Members declared personal/ prejudicial interests at the start/ during the meeting as follows:

Agenda Number	Item	Councillor	Nature of Declaration
None			

5.0 Public Participation: to receive members of the public who wish to address the council in respect of any item of business included in the agenda. Any member of the public wishing to speak must notify the Clerk by email to clerk@churchstoke.org or telephone 01686-668790 or in person, no later than 15 minutes prior to the start of the meeting. Members of the public addressing the council are asked to respect matters of confidentiality and privacy.
None.

6.0 Election to Committees and Pools for the Municipal Year 2023-24

6.1 To resolve to retain the following Committees (& Terms of Reference) and Pools.

The Clerk reminded Members of the current standing committees/ pools of the council.

RESOLVED

CCC retains the following Standing Committees and Pools:

- a) *Green Grants Committee which will be renamed Community Grants Committee to better reflect the loss of income from the recycling site and funding of grants from precept (paper 7.1a previously circulated).*
- b) *Planning Committee (paper 7.1b previously circulated)*
- c) *Disciplinary & Grievance Pool (from which a panel of 3 will be drawn if required)*
- d) *Appeals Pool (from which a panel of 3 will be drawn if required).*

6.2 To receive nominations and to resolve the election to Committees and Pools above. Nominations will be taken from the floor.

Council received nominations for Committees and Pools.

RESOLVED

CCC elects to the Standing Committees and Pools as follows:

- a) *Community Grants Committee*
All members of the council

- b) *Planning Committee*
All members of the council

- c) *Disciplinary & Grievance Pool*
All members of the council

- d) *Appeals Pool*
All members of the council.

7.0 Election to Special Responsibilities for the Municipal Year 2023-24

- 7.1 To resolve to retain/ establish the following Positions of Special Responsibility
The Clerk reminded Members of the current positions of special responsibility of the council.

RESOLVED

CCC retains the following Positions of Special Responsibility:

- a) *Allotments & Recreation (x3)*
- b) *Budget Preparation Panel (x3)*
- c) *Cemetery (x1)*
- d) *Democratic Governance & Organisation (x3)*
- e) *Information & Website (x1)*
- f) *Internal Audit & Financial Scrutiny (x1)*
- g) *Personnel & Staffing (x1)*
- h) *Police Consultation & Liaison (x1)*
- i) *Posting of Information & Notices to Community Notice Boards (x6).*

- 7.2 To receive nominations and to resolve the election to Positions of Special Responsibility above. Nominations will be taken from the floor.
Council received nominations for Positions of Special Responsibilities.

RESOLVED

CCC elects to the Positions of Special Responsibility as follows:

- a) *Allotments & Recreation (x3)*
Cllr M J Jones
Cllr B L Smith
Cllr C P Smith.

- b) *Budget Preparation Panel (x3)*
Cllr J Jones
Cllr A Richards
Cllr J N Wakelam.

- c) *Cemetery (x1)*
Cllr B L Smith.

- d) *Democratic Governance & Organisation (x3)*
Cllr B L Smith
Cllr C P Smith
Cllr M A Whittall.
- e) *Information & Website (x1)*
Cllr B L Smith.
- f) *Internal Audit & Financial Scrutiny (x1)*
Cllr J N Wakelam.
- g) *Personnel & Staffing (x1)*
Cllr M J Jones.
- h) *Police Consultation & Liaison (x1)*
Cllr C P Smith.
- i) *Posting of Information & Notices to Community Notice Boards (x6)*

<i>Notice Board</i>	<i>Councillor</i>
<i>Hyssington</i>	<i>Cllr R K McLintock</i>
<i>Mellington</i>	<i>Cllr M J Jones</i>
<i>Pottery</i>	<i>Cllr B L Smith</i>
<i>Snead</i>	<i>Cllr J N Wakelam</i>
<i>Co-Op</i>	<i>Cllr B L Smith</i>
<i>White Grit</i>	<i>Cllr R K McLintock</i>

8.0 Nominations of Persons to Outside Bodies for the Municipal Year 2023-24

- 8.1 To resolve to retain/ establish the following representation to outside bodies:
 The Clerk reminded Members of the current outside bodies on which the council is represented.

RESOLVED

CCC retains nominations to Outside Bodies as follows:

- a) *Churchstoke CP School Governors (x1)*
 b) *Churchstoke Recreation Association (x1)*
 c) *Hyssington Village Hall Committee (x1)*
 d) *One Voice Wales Montgomeryshire Area Committee (x1)*
 e) *Friends of the Green at Hyssington (x1).*

- 8.2 To receive nominations and to resolve the election to outside bodies above.
 Nominations will be taken from the floor.
 Council received nominations for election to outside bodies.

RESOLVED

CCC elects the following nominees to Outside Bodies as follows:

- a) *Churchstoke CP School Governors (x1)*
Mr D N Yapp.
- b) *Churchstoke Recreation Association (x1)*
Cllr C P Smith.

- c) *Hyssington Village Hall Committee (x1)*
Cllr R K McLintock.
- d) *One Voice Wales Montgomeryshire Area Committee (x1)*
Cllr M J Jones.
- e) *Friends of the Green at Hyssington (x1)*
Cllr R K McLintock.

Action – Clerk to process

9.0 Finance for the Municipal Year 2023-24

- 9.1 Bank Mandate Authorised Signatories: to resolve the mandate and authorised signatories on the council's bank accounts.

The Clerk reminded Council of the current mandate and signatories.

RESOLVED

CCC confirms the bank mandate and cheque signatories as Chair Cllr M J Jones, Vice-Chairman Cllr R K McLintock, Past Chairman Cllr B L Smith, and The Clerk Mr E J Humphreys.

Action – Clerk to process

CCC confirms that previous signatories Mr J Jones may continue until the mandate is amended, in order to ensure that CCC's creditors are paid in a timely manner.

- 9.2 Insurance: to resolve approval of the levels of insurance cover for 2023-24 (papers 9.2a-b previously circulated).

RESOLVED

CCC approves levels of insurance cover for 2023-24 as set out in the renewal schedule and policy.

Action – Clerk to process

10.0 Corporate Governance for the Municipal Year 2023-24

- 10.1 Standing Orders: to resolve to confirm and retain (with revisions if appropriate) the council's Standing Orders (paper 11.1 previously circulated).

Council received the existing Standing Orders. The Clerk reported new model standing orders have been recently received and will be brought forward for consideration later in the year.

RESOLVED

CCC confirms the Standing Orders as presented.

- 10.2 Financial Regulations: to resolve to confirm and retain (with revisions if appropriate) the council's Financial Regulations (paper 11.2 previously circulated).

Council received the existing Financial Regulations.

RESOLVED

CCC confirms the Financial Regulations as presented with amendment of regulation 11.1(i), increasing the threshold for striving to obtain seeking three estimates from £250 to £500.

- 10.3 Risk Assessment: to resolve to adopt the corporate Risk Assessment for 2023-24 (paper 10.3 previously circulated).
Council received the Clerk's report and recommendation for amended Risk Assessment for 2023-24.

RESOLVED

CCC accepts and approves the Annual Risk Assessment 2023-24 as presented and approves the risk management actions.

Action – Clerk to process

- 10.4 Scheme of Delegation: to resolve to confirm and retain (with revisions if appropriate) the council's Scheme of Delegation to Committees and to the Proper Officer of the Council (paper 10.4 previously circulated).
Council received the existing Scheme of Delegation.

RESOLVED

CCC confirms the Scheme of Delegation as presented.

- 11.0 Dates and Arrangements for Meetings for the Municipal Year 2023-24:** to resolve the frequency and dates of Council and Committee meetings (paper 12 previously circulated).

RESOLVED

CCC sets frequency and dates of Council and Committee meetings for 2023-24 for last Thursday each month as set out in appendix 1.

Action – Clerk to process

Meeting ended – 8.04pm.

Appendix 1: Dates of Community Council and Committee meetings 2023-24

Council Dates of Community Council and Committee meetings 2023-24

Council

Meetings are scheduled for last Thursday of each month to begin at 7:30 p.m.

Day	Date	Venue
Thu	29/06/2023	Hyssington & Internet remote
Thu	27/07/2023	Churchstoke & Internet remote
Thu	31/08/2023 ¹	Churchstoke & Internet remote
Thu	28/09/2023	Hyssington & Internet remote
Thu	26/10/2023	Churchstoke & Internet remote
Thu	30/11/2023	Churchstoke & Internet remote
Thu	21/12/2023 ²	Churchstoke & Internet remote
Thu	18/01/2024 ³	Churchstoke & Internet remote
Thu	29/02/2024	Churchstoke & Internet remote
Thu	28/03/2024	Hyssington & Internet remote
Thu	25/04/2024	Churchstoke & Internet remote
Thu	30/05/2024	Churchstoke & Internet remote

Committees

Committee meetings will be called by the Clerk when required and notified to Members and to the public in the prescribed manner.

End

¹ August meeting being planning, finance, and urgent matters only.

² December meeting early to avoid Christmas/ New Year week.

³ January meeting early to meet precept deadline.