



**CYNGOR CYMUNED YR YSTOG  
CHURCHSTOKE COMMUNITY COUNCIL**

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

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

**NOTICE, SUMMONS & AGENDA – COUNCIL ANNUAL MEETING**

**THE ANNUAL MEETING OF THE COMMUNITY COUNCIL**

will be held on Thursday 25<sup>th</sup> May 2023, 7.30pm.  
at Churchstoke Community Hall and Online

to be followed by the monthly ordinary business meeting.

All members of the Council are summoned to attend.

To join online

<https://us06web.zoom.us/j/84701734419>

Meeting ID: 847 0173 4419

Passcode: 382229

To join by telephone

0330 088 5830 United Kingdom

0131 460 1196 United Kingdom

0203 481 5237 United Kingdom

0203 481 5240 United Kingdom

0203 901 7895 United Kingdom

0208 080 6591 United Kingdom

0208 080 6592 United Kingdom

Meeting ID: 847 0173 4419

Passcode: 382229

Please note, meetings may be recorded only with the prior written consent of the Council.

In accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1, extended by Local Government Act 1972 Section 100, the meeting is open to the public to attend as observers except where excluded (during the whole or part of the proceedings) by resolution of the Community Council by reason of the confidential nature of the nature of the business to be transacted.

Members of the public are informed that the limited space for public attendance in the meeting room is normally made available to the public on a first come basis.

All persons attending at the community hall are asked to observe current Coronavirus (Covid-19) measures<sup>1</sup>. The meeting lounge has limited space for social distancing, so attendees may prefer to join the meeting remotely.

*E J Humphreys*

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

19<sup>th</sup> May 2023

<sup>1</sup> Coronavirus (Covid-19) guidance can be found at: <https://gov.wales/coronavirus>

## AGENDA

- 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.
- 2.0 Elections of Chairman & Vice-Chairman for the Municipal Year 2023-24**
- 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.
- 2.2 Retiring Chairman: to receive the retiring Chairman's report.
- 2.3 Incoming Chairman: to receive the incoming Chairman's address.
- 2.4 Vice-Chairman: to receive nominations and to resolve the election of the Vice-Chairman. Nominations will be taken from the floor.
- 3.0 Apologies for Absence:** to receive, and resolve if desired, to approve absence(s).
- 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 4a-b).
- 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](mailto: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.
- 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 Pool:
- Green Grants Committee (paper 6.1a)
  - Planning Committee (paper 6.1b)
  - Disciplinary & Grievance Pool (from which a panel of 3 will be drawn if required)
  - 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.
- 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:
- Allotments & Recreation (x3)
  - Budget Preparation Panel (x3)
  - Cemetery (x1)
  - Democratic Governance & Organisation (x3)
  - Information & Website (x1)
  - Internal Audit & Financial Scrutiny (x1)
  - Personnel & Staffing (x1)
  - Police Consultation & Liaison (x1)
  - 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.

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

8.1 To resolve to retain/ establish the following nominations to outside bodies:

- 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 of representatives to outside bodies above. Nominations will be taken from the floor.

**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.

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

**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 10.1).

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

10.3 Risk Assessment: to resolve to adopt the corporate Risk Assessment for 2023-24 (paper 10.3).

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).

**11.0 Dates and Arrangements for of Meetings for the Municipal Year 2023-24:** to resolve the frequency and dates of Council and Committee meetings (paper 11).

End of agenda