



**CYNGOR CYMUNED YR YSTOG  
CHURCHSTOKE COMMUNITY COUNCIL**

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

Clerc i'r Cyngor | Clerk to the Council: E J Humphreys MA(Oxf), SILCM

**MINUTES of the ANNUAL MEETING of the COUNCIL  
on Wednesday 17<sup>th</sup> May 2017, 7.30 p.m., at Churchstoke Community Hall**  
to be followed by the monthly ordinary business meeting.

**1.0 Attendance, Declarations of Members' Interests and Dispensations:** to record attendance and 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 note dispensations (papers 1a-b).

Attendance: Cllr B L Smith (retiring Chairman), Cllr D L Powell, Cllr J Jones, Cllr M J Jones, Cllr A Richards, Cllr C P Smith, Cllr J N Wakelam, Cllr D N Yapp.

All councillors signed Declarations of Acceptance of Office of councillor prior to the meeting.

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

**2.0 Elections to Offices of Chairman and Vice-Chairman:** to receive nominations and to elect to office.

**2.1 Chairman** (New Chairman to sign declaration of acceptance of office)

RESOLVED:

*CCC elects to office of Chairman as follows: Cllr D L Powell.*

The new Chairman signed the Declaration of Acceptance of Office of Chairman, and took the Chair.

The new Chairman thanked retiring Chairman Cllr B L Smith for his three years in office, and highlighted achievements of the council during that time, including installation of the new playground and establishing the new website.

The retiring Chairman thanked all councillors and ex-councillors for their support during his terms of office and highlighted the team/ group efforts of the council, without which success would have been much more difficult.

**2.2 Vice-Chairman**

RESOLVED:

*CCC elects to office of Vice-Chairman as follows: Cllr B L Smith.*

**3.0 Apologies for Absence:** to receive, and resolve if desired, apologies for absence.

Council received apologies for absence as follows:

Apologies for absence approved by Council: None.

Other apologies for absence reported to meeting: None

Other apologies for absence received not reported to meeting: None.

Other Members not present: None.

**4.0 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 to the Council no later than 15 minutes prior to the start of the meeting.

None.

**5.0 Electoral Matters Co-Option:**

**5.1 Churchstoke Ward:** following the elections 4<sup>th</sup> May 2017, to receive nominations and to co-opt to fill the 1 remaining vacancy on the council for Churchstoke Ward.

The Chairman reminded Members of the remaining vacancy in Churchstoke Ward following elections on 4<sup>th</sup> May, and of publication of intent to co-opt. The Clerk reported expressions of interest received.

RESOLVED:

*CCC co-opts Mrs Kim Massey to the council, to fill the vacancy for a councillor for Churchstoke Ward.*

Action – Clerk to process

**5.2 Hyssington Ward:** following the elections 4<sup>th</sup> May 2017, to receive nominations and to co-opt to fill the 3 remaining vacancies on the council for Hyssington Ward.

The Chairman reminded Members of the remaining 3 vacancies in Hyssington Ward following elections on 4<sup>th</sup> May, and of publication of intent to co-opt. The Clerk reported that no expressions of interest had been received.

RESOLVED:

*CCC retains notices of intent to co-opt to Hyssington Ward on the website, and will enhance the web-pages to give the vacancies more prominence.*

Action – Clerk to process

**6.0 Committees**

**6.1 Committees:** to resolve to retain the following Standing Committees

RESOLVED:

*CCC retains and establishes the following Standing Committees:*

- a) *Planning Committee*
- b) *Green Grants Committee*
- c) *Disciplinary and Grievance Pool (from which 3 will comprise a Panel)*

d) *Appeals Pool (from which 3 will comprise a Panel).*

**6.2 Election to Committees:** to receive nominations and to resolve the election to Committees, Pool and Panel above

RESOLVED:

*CCC elects to the Standing Committees as follows:*

a) *Planning Committee*

*All Members of the Council*

b) *Green Grants Committee*

*All Members of the Council*

c) *Disciplinary and Grievance Pool (from which 3 will comprise a Panel)*

*All Members of the Council from which a panel of 3 will be drawn if required.*

d) *Appeals Panel (from which 3 will comprise a Panel)*

*All Members of the Council from which a panel of 3 will be drawn if required.*

## **7.0 Special Responsibilities**

**7.1 Positions of Special Responsibility:** to resolve to retain the following Positions of Special Responsibility.

RESOLVED:

*CCC retains and establishes 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 & Web-Site (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 (x7).*

**7.2 Election to Positions of Special Responsibility:** to receive nominations and to resolve the election to Positions of Special Responsibility above.

RESOLVED:

*CCC elects to the Positions of Special Responsibility as follows:*

a) *Allotments & Recreation (x3)*

*Cllr M J Jones*

*Cllr C P Smith*

*Cllr D N Yapp*

b) *Budget Preparation Panel (x3)*

*Cllr J Jones*

*Cllr D L Powell*

*Cllr A Richards*

- c) *Cemetery (x1)*  
Cllr B L Smith
- d) *Democratic Governance & Organisation (x3)*  
Cllr D L Powell  
Cllr B L Smith  
Cllr D N Yapp
- e) *Information & Web-Site (x1)*  
Cllr K D Massey (subject to acceptance)
- f) *Internal Audit & Financial Scrutiny (x1)*  
Cllr J N Wakelam
- g) *Personnel & Staffing (x1)*  
Cllr D L Powell
- h) *Police Consultation & Liaison (x1)*  
Cllr C P Smith
- i) *Posting of Information & Notices to Community Notice Boards (x7)*

Notice Board	Councillor
Cross Likey	Cllr D N Yapp
Hyssington	Cllr B L Smith (until ward co-option)
Mellington	Cllr M J Jones
Pottery	Cllr B L Smith
Snead	Cllr J Wakelam
Tuffins	Cllr B L Smith
White Grit	Cllr B L Smith (until ward co-option)

## 8.0 Outside Bodies

**8.1 Outside Bodies:** to resolve to retain the following representation to outside bodies (paper 8a previously circulated re School Governors).

RESOLVED:

*CCC retains the following representation 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) *Stiperstones & Corndon Hill Country Landscape Partnership Scheme (x1).*

**8.2 Election to Outside Bodies:** to receive nominations and to resolve the election to outside bodies above.

RESOLVED:

*CCC retains the following representation to outside bodies:*

- a) *Churchstoke CP School Governors (x1)*  
Cllr D N Yapp

- b) *Churchstoke Recreation Association (x1)*  
*Cllr C P Smith*
- c) *Hyssington Village Hall Committee (x1)*  
*Deferred until co-option to ward. CCC will write to the hall committee to highlight the lack of councillors for Hyssington Ward and to invite expressions of interest for co-option.*
- d) *One Voice Wales Montgomeryshire Area Committee (x1)*  
*Cllr M J Jones*
- e) *Stiperstones & Corndon Hill Country Landscape Partnership Scheme (x1)*  
*Cllr B L Smith.*

Action – Clerk to process

## **9.0 Finance:**

**9.1 Chairman's Allowance:** to resolve the level of Chairman's Allowance for 2017-18.

RESOLVED:

*CCC confirms the Chairman's Allowance 2017-18 is to continue at £100.*

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

RESOLVED:

*CCC confirms the bank mandate and cheque signatories to continue as Chairman (Cllr D L Powell), Vice-Chairman (Cllr B L Smith), Cllr J Jones and the Clerk.*

## **10.0 Corporate Governance:**

10.1 Standing Orders: to resolve to confirm and retain (with revisions if appropriate) the Standing Orders (paper 10.1 previously circulated). Council received the Clerk's briefing memo and model Standing Orders along with a recommendation that council reviews, updates and adopts updated Standing Orders.

RESOLVED:

*CCC retains and adopts (with revisions) the Standing Orders as presented.*

10.2 Financial Regulations: to resolve to confirm and retain (with revisions if appropriate) the Financial Regulations (paper 10.2 previously circulated). Council received the Clerk's briefing memo and model Financial Regulations along with a recommendation that council reviews, updates and adopts updated Financial Regulations.

RESOLVED:

*CCC retains and adopts (with revisions) the Financial Regulations as presented.*

- 10.3 Risk Assessment: to resolve to adopt the Risk Assessment for 2017-18 (paper 10.3 previously circulated).

The Clerk presented the Annual Risk Assessment for the year 2017-18 as required by audit regulations, and highlighted areas of low, medium or high risk and the actions to be taken in order to manage risk.

RESOLVED:

*CCC accepts and approves the Annual Risk Assessment 2017-18 as presented, and approves the risk management actions.*

- 10.4 Insurance: to resolve the levels of insurance cover for 2017-18 (paper 10.4 previously circulated)

Council received information from the Clerk on current level of insurance cover.

RESOLVED:

*CCC accepts and approves the level of insurance cover 2017-18 as presented, and asks the Clerk to check that the computer and projector/ screen are included.*

Action – Clerk to process

- 10.5 Council Style: to consider and resolve a Council Style for external publications and correspondence (paper 10.5 previously circulated). Council received the Clerk's recommendation for resolving a council style, with reference to the example provided illustrating flora (*Viola lutea*) found on Roundton Hill.

RESOLVED:

*CCC adopts the council style as presented.*

- 11.0 Dates of Meetings:** to resolve the frequency and dates of Council and Committee meetings for 2016-17 (paper 11 previously circulated).

RESOLVED:

*CCC sets the dates of meetings to be the final Tuesday (January, February, March, April, September, October, November, exception December) and final Wednesday (May, June, July, August) of each month as set out in appendix 1 to these minutes.*

Action – Clerk to process

Meeting ended 8.15pm.

## **Appendix 1 to Minutes of Annual Meeting of CCC on 17<sup>th</sup> May 2017**

### **Dates of Council and Committee meetings 2017-18**

#### **Council**

Meetings are scheduled to begin at 7:30 p.m.

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Wed	28/06/2017	Churchstoke
Wed	26/07/2017	Hyssington
Wed	30/08/2017*	Churchstoke
Tue	26/09/2017	Churchstoke
Tue	24/10/2017	Churchstoke
Tue	28/11/2017	Hyssington
Tue	19/12/2017**	Churchstoke
Tue	30/01/2018	Churchstoke
Tue	27/02/2018	Churchstoke
Tue	27/03/2018	Churchstoke
Tue	24/04/2018	Hyssington
Wed	30/05/2018	Churchstoke (plus Annual Meeting)

\* = August meeting being planning, finance, and urgent matters only

\*\* = December meeting early to avoid Christmas/ New Year week

#### **Committees**

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