



**CYNGOR CYMUNED YR YSTOG  
CHURCHSTOKE COMMUNITY COUNCIL**

E J Humphreys MA Oxf, CertHE 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 Wednesday 18<sup>th</sup> May 2022 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 recap on the remote meeting etiquette (paper 1 previously circulated).

Attendance at the hall: Cllr B L Smith (Chairman), Cllr M J Jones, Cllr R K McLintock, Cllr C P Smith.

Attendance online: Cllr J N Wakelam, Cllr M A Whittall.

The Chairman welcomed Councillors and Clerk to the council's annual meeting and recapped the remote meeting etiquette. The Chairman also welcomed the County Councillor for Churchstoke and a member of the public to the meeting.

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

**2.0 Elections to Offices of Chairman & Vice-Chairman for the Municipal Year 2022-2023**

- 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 B L Smith.*

- 2.2 Retiring Chairman: to receive the retiring Chairman's report.  
Cllr B L Smith remarked on the continued strains of Covid-19 on the community and the work of the community council during 2021-22 and thanked community, councillors and staff for their resilience and their work.
- 2.3 Incoming Chairman: to receive the incoming Chairman's address.  
Cllr B L Smith thanked Council for its confidence in electing him as Chairman for the coming year and reiterated his retiring Chairman's comments adding hopes 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: None.

Other Members Absent: Cllr A Richards.

RESOLVED

*CCC approves signing of acceptance of office by Cllr A Richards and Cllr M A Whittall prior to the next meeting.*

**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 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 Electoral Matters:** to receive from the Returning Officer confirmation of results of elections 5<sup>th</sup> May'22 and the 2022 Survey of Local Government Candidates in Wales at [https://www.smartsurvey.co.uk/s/YmgeiswyrYngNghymru\\_CandidatesInWales524/](https://www.smartsurvey.co.uk/s/YmgeiswyrYngNghymru_CandidatesInWales524/) (paper 6 previously circulated).

The Clerk reported the Returning Officer's confirmation of results of elections 5<sup>th</sup> May'22 had been reported to the last meeting, and reported the survey of local election candidates being undertaken by Data Cymru to provide an evidence base for the effectiveness over time of Welsh Government policies to widen participation in local government.

**7.0 Election to Committees and Pools for the Municipal Year 2022-23**

**7.1** To resolve to retain the following Committees (& Terms of Reference) and Pools for 2022-23.

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 (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).*

7.2 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) *Green 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.*

### **8.0 Election to Special Responsibilities for the Municipal Year 2022-23**

8.1 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).*

8.2 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 M J Jones*  
*Cllr A Richards (subject to acceptance)*  
*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 B L Smith*
- 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>

**9.0 Nominations of Persons to Outside Bodies for the Municipal Year 2022-23**

- 9.1 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).*

9.2 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 (subject to acceptance)*
  
- 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

**10.0 Finance for the Municipal Year 2022-23**

10.1 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 Chairman Cllr B L Smith, Vice-Chairman Cllr R K McLintock, Cllr M A Whittall, and The Clerk Mr E J Humphreys.*

Action – Clerk to process

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

10.2 Insurance: to resolve approval of the levels of insurance cover for 2022-23 (papers 10.2a-b previously circulated).

**RESOLVED**

*CCC approves levels of insurance cover for 2022-23 as set out in the renewal schedule and policy.*

Action – Clerk to process

**11.0 Corporate Governance for the Municipal Year 2022-23**

11.1 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.

RESOLVED

*CCC confirms and retains the Standing Orders as presented.*

- 11.2 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 and retains the Financial Regulations as presented.*

- 11.3 Risk Assessment: to resolve to adopt the corporate Risk Assessment for 2022-23 (paper 11.3 previously circulated).

Council received the Clerk's report and recommendation for amended Risk Assessment for 2022-23.

RESOLVED

*CCC accepts and approves the amended Annual Risk Assessment 2022-23 as presented and approves the risk management actions.*

Action – Clerk to process

- 11.4 Scheme of Delegation: to resolve the council's Scheme of Delegation to Committees and to the Proper Officer of the Council (paper 11.4 previously circulated).

Council received the existing Scheme of Delegation.

RESOLVED

*CCC confirms the Scheme of Delegation as presented.*

- 12.0 Dates and Arrangements for of Meetings for the Municipal Year 2022-23:** 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 2022-23 for last Thursday each month as set out in appendix 1.*

Action – Clerk to process

Meeting ended – 8.20pm.

**Appendix 1: Dates of Community Council and Committee meetings 2022-23****Council  
Dates of Community Council and Committee meetings 2023-23****Council**

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

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Thu	30/06/2022	Hyssington if available (otherwise Churchstoke) & Remote
Thu	28/07/2022	Churchstoke & Remote
Thu	25/08/2022 <sup>1</sup>	Churchstoke & Remote
Thu	29/09/2022	Hyssington if internet available (otherwise Churchstoke) & Remote
Thu	27/10/2022	Churchstoke & Remote
Thu	24/11/2022	Churchstoke & Remote
Thu	22/12/2022 <sup>2</sup>	Churchstoke & Remote
Thu	19/01/2023 <sup>3</sup>	Churchstoke & Remote
Thu	23/02/2023	Churchstoke & Remote
Thu	30/03/2023	Hyssington if available (otherwise Churchstoke) & Remote
Thu	27/04/2023	Churchstoke & Remote
Thu	25/05/2023	Churchstoke & 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

<sup>1</sup> August meeting being planning, finance, and urgent matters only

<sup>2</sup> December meeting early to avoid Christmas/ New Year week

<sup>3</sup> January meeting early to meet precept deadline