



**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, CiLCA, FSLCC

**MINUTES of ANNUAL MEETING OF THE COUNCIL  
on Wednesday 22<sup>nd</sup> May 2019, 7.30pm  
at Churchstoke Community Hall**

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

Attendance: Cllr G Frost, Cllr G Jameson, Cllr J Jones, Cllr M J Jones, Cllr R K McLintock, Cllr B L Smith (Vice-Chairman), Cllr C P Smith, Cllr J N Wakelam, Cllr D N Yapp.

The Vice-Chairman welcomed members of the public.

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

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

Agenda Number	Item	Councillor	Nature of Declaration
None			

**2.0 Elections to Offices of Chairman & Vice-Chairman for the Municipal Year 2019-20.**

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.  
Council received one nomination.

RESOLVED:

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

2.2 Vice-Chairman: to receive nominations and to resolve the election of the Vice-Chairman.  
Council received one nomination.

RESOLVED:

*CCC elects to the 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 the meeting: Cllr D L Powell (Chairman), Cllr A Richards.

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 Chairman's Reports & Announcements**

5.1 Retiring Chairman: to receive the retiring Chairman's report.

In the absence of the retiring Chairman there was no report.

5.2 Incoming Chairman: to receive the incoming Chairman's address.

In the absence of the incoming Chairman there was no address.

**6.0 Electoral Matters Co-Option:** further to the elections 4<sup>th</sup> May 2017 and the Declaration of Intent to Co-Opt dated 8<sup>th</sup> May'17, to receive nominations and to co-opt to fill the 1 remaining vacancy on the council for Hyssington Ward. The Chairman reminded Members of the remaining vacancy in Hyssington Ward following elections on 4<sup>th</sup> May 2017, and of publication of intent to co-opt. The Clerk reported no expressions of interest have been received.

Action – Members to seek

### **7.0 Committees**

7.1 Committees: to resolve to retain the following Committees and Terms of Reference (papers 6.1a-b previously circulated)

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

RESOLVED:

*CCC retains the following Standing Committees:*

a) *Green Grants Committee*

b) *Planning Committee*

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

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

7.2 Election to Committees: to receive nominations and to resolve the election to Committees, Pools and Panel above.

Council received nominations for Committees, Pools and Panels.

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 Pool (from which 3 will comprise a Panel)*  
*All Members of the Council from which a panel of 3 will be drawn if required.*

## **8.0 Special Responsibilities.**

8.1 Positions of Special Responsibility: 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 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 (x6).*

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

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 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 & Website (x1)*  
Cllr B L Smith.

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 (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>Tuffins</i>	<i>Cllr B L Smith</i>
<i>White Grit</i>	<i>Cllr R K McLintock</i>

## **9.0 Outside Bodies:**

9.1 Outside Bodies: 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 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) *Friends of the Green and Horsewell (x1).*

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

### **RESOLVED:**

*CCC elects 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)*  
Cllr R K McLintock.
- d) *One Voice Wales Montgomeryshire Area Committee (x1)*  
Cllr M J Jones.

- e) *Friends of the Green and Horsewell (x1)*  
*Cllr R K McLintock.*

Action – Clerk to process

## **10.0 Finance**

- 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 to continue as Chairman (Cllr D L Powell), Vice-Chairman (Cllr B L Smith), Cllr J Jones and the Clerk.*

- 10.2 Insurance: to resolve the levels of insurance cover for 2019-20 (paper 10.2a-b previously circulated).  
Council received information from the Clerk on current level of insurance cover being year 2 of a 3-year arrangement with BHIB Ltd.

RESOLVED:

*CCC confirms the level of insurance cover 2019-20 with BHIB Ltd as presented.*

## **11.0 Corporate Governance**

- 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 2019-20 (paper 11.3 previously circulated).  
Council received the Clerk's report and recommendation for Risk Assessment for 2019-20.

RESOLVED:

*CCC accepts and approves the Annual Risk Assessment 2019-20 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 of Meetings:** to resolve the frequency and dates of Council and Committee meetings for 2019-20 (paper 12 previously circulated).  
Council received the Clerk's report and draft schedule of dates for meetings for 2019-20.

*RESOLVED:*

*CCC sets the dates of meetings as set out in appendix 1.*

Action – Clerk to process

Meeting ended – 7.50pm.

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## **Appendix 1**

### **Dates of Council and Committee meetings 2019-20**

#### **Full Council**

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

<b>Day</b>	<b>Date</b>	<b>Venue</b>
Wed	26/06/2019	Hyssington
Wed	24/07/2019	Churchstoke
Wed	28/08/2019 <sup>1</sup>	Churchstoke
Tue	24/09/2019	Hyssington
Tue	22/10/2019	Churchstoke
Tue	26/11/2019	Churchstoke
Tue	17/12/2019 <sup>2</sup>	Churchstoke
Tue	21/01/2020 <sup>3</sup>	Churchstoke
Tue	25/02/2020	Churchstoke
Tue	24/03/2020	Hyssington
Tue	28/04/2020	Churchstoke
Wed	27/05/2020	Churchstoke (plus Annual Meeting)

<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.

#### **Committees**

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