



**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 26<sup>th</sup> May 2021, 7.30pm  
held remotely on Zoom-Pro platform.**

- 1.0 Welcome, Attendance, Remote Meeting Etiquette:** to record attendance, and to note the remote meeting etiquette (paper 1 previously circulated).

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

The Chairman welcomed Councillors and Clerk to the council's annual meeting and recapped the remote meeting etiquette.

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

- 2.0 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 2a-b previously circulated).

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

Agenda Number	Item	Councillor	Nature of Declaration
None			

Cllr J Boundy joined the meeting at this point.

**3.0 Elections to Offices of Chairman & Vice-Chairman for the Municipal Year 2021-2022**

- 3.1 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.*

Due to remote meeting Cllr B L Smith accepted office verbally and the Clerk reported that physical signing of declaration of acceptance of office will be arranged.

- 3.2 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 G Frost.*

#### **4.0 Chairman's Reports & Announcements:**

- 4.1 Retiring Chairman: to receive the retiring Chairman's report.  
Cllr B L Smith remarked on the unusual and challenging term in office due to the limitations of Coronavirus Covid-19, and on the efforts of the council in such difficult circumstances. He also commended the cordial way in which Members have worked, and continue to work, together to help the council work in the best interests of the community as a whole.
- 4.2 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. He offered best wishes to Members and residents for what he hoped would be an improving year as they proceed towards and through easing of Covid-19 lockdown.

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Cllr J Wakelam joined the meeting at this point.

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- 5.0 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 L Powell.

Other Members Absent: Cllr G Jameson.

- 6.0 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.

#### **7.0 Committees and Pools**

- 7.1 Committees: to resolve to retain the following Committees (& Terms of Reference) and Pools for 2021-22.  
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 Election to Committees: 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 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 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 Election to Positions of Special Responsibility: 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 C P Smith*  
*Cllr D N Yapp (subject to acceptance)*
- b) *Budget Preparation Panel (x3)*  
*Cllr J Jones (subject to acceptance)*  
*Cllr D L Powell*  
*Cllr A Richards*
- c) *Cemetery (x1)*  
*Cllr B L Smith*
- d) *Democratic Governance & Organisation (x3)*  
*Cllr D L Powell (subject to acceptance)*  
*Cllr B L Smith*  
*Cllr D N Yapp (subject to acceptance)*
- 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 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:

- 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 Election to Outside Bodies: 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 Positions of Special Responsibility:*

- a) *Churchstoke CP School Governors (x1)  
Cllr 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.*

## **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 as Chairman Cllr B L Smith, Vice-Chairman Cllr G Frost, Past Chairman Cllr D L Powell, and The Clerk E J Humphreys.*

- 10.2 Insurance: to receive and resolve the Clerk's recommendation for insurance cover and three-year arrangement from 1<sup>st</sup> Jun'21 (paper 10.2 previously circulated). Council received the Clerks briefing reported and recommendations.

**RESOLVED:**

*CCC commissions insurance cover from BHIB Ltd for a 3-year term from 1<sup>st</sup> June 2021, at £253.65pa<sup>1</sup>.*

Action – Clerk to process

## **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.*

<sup>1</sup> Post meeting note: cost since reduced by BHIB to £216.68

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 2020-21 (paper 11.3 previously circulated).

Council received the Clerk's report and recommendation for Risk Assessment for 2021-22.

RESOLVED:

*CCC accepts and approves the Annual Risk Assessment 2021-22 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 2021-22, and to require the Clerk to prepare a briefing on legal requirements for meetings in the light of such further guidance as may be issued by Welsh Government concerning the Local Government & Elections (Wales) Act 2021 (paper 12 previously circulated).

RESOLVED

*CCC sets frequency and dates of Council and Committee meetings for 2021-22 as set out in appendix 1. CCC also requires the Clerk to prepare a briefing on legal requirements for meetings in the light of such further guidance as may be issued by Welsh Government concerning the Local Government & Elections (Wales) Act 2021.*

Meeting ended – 8.04pm.

## **Appendix 1: Dates of Community Council and Committee meetings 2021-22**

### **Council**

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

<b>Day</b>	<b>Date</b>	<b>Venue (Remote until Covid-19 limitations lifted)</b>
Wed	30/06/2021	Hyssington/ Remote
Wed	28/07/2021	Churchstoke/ Remote
Wed	25/08/2021 <sup>2</sup>	Churchstoke/ Remote
Tue	28/09/2021	Hyssington/ Remote
Tue	26/10/2021	Churchstoke/ Remote
Tue	30/11/2021	Churchstoke/ Remote
Tue	21/12/2021 <sup>3</sup>	Churchstoke/ Remote
Tue	18/01/2022 <sup>4</sup>	Churchstoke/ Remote
Tue	22/02/2022	Churchstoke/ Remote
Tue	29/03/2022	Hyssington/ Remote
Tue	26/04/2022	Churchstoke/ Remote
Wed	25/05/2022	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>2</sup> August meeting being planning, finance, and urgent matters only.

<sup>3</sup> December meeting early to avoid Christmas/ New Year week.

<sup>4</sup> January meeting early to meet precept deadline.