



**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, PSLCC

**MINUTES of ANNUAL MEETING OF THE COUNCIL
on Wednesday 30th May 2018, 7.30pm
at Churchstoke Community Hall**

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 to note Members' dispensations (papers 1a-b previously circulated).

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

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 2018-19.

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 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.

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

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: Cllr G Jameson, Cllr J Wakelam.

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.

The retiring Chairman, Cllr D L Powell, reported on a year when several new councillors joined the council and work included removal of equipment at the old Cae Camlad playground to hand it back to the Powys Schools Service. Cllr Powell thanked councillors for their support, time and commitment, and thanked the Clerk for the dedication and hard work throughout the year.

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

The incoming Chairman, Cllr D L Powell, thanked the Council for election to Office and remarked on work ahead including installation of the new notice board at the Pottery Car Park and hopes that there will be interest from members of the public to fill the two vacancies for councillors for Hyssington Ward.

6.0 Electoral Matters Co-Option: Hyssington Ward: following the elections 4th May 2017, to receive nominations and to co-opt to fill the 2 remaining vacancies on the council for Hyssington Ward.

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

Action – Members to seek

7.0 Committees

7.1 Committees: to resolve to retain the following Standing Committees:

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

RESOLVED:

CCC retains 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).*

7.2 Election to Committees: to receive nominations and to resolve the election to Committees, Pools and Panels 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 (x7).*

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 & Web-Site (x1)
Cllr B L Smith.*

*f) Internal Audit & Financial Scrutiny (x1)
Cllr J N Wakelam (subject to acceptance)*

*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).

<i>Notice Board</i>	<i>Councillor</i>
<i>Cross Likey</i>	<i>Cllr D N Yapp</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 (subject to acceptance)</i>
<i>Tuffins</i>	<i>Cllr B L Smith</i>
<i>White Grit</i>	<i>Cllr R K McLintock</i>

9.0 Scheme of Delegation: to resolve the Scheme of Delegation to Committees and to the Proper Officer of the Council (paper 9 previously circulated). Council receive the Clerk's report, recommendations and draft Scheme of Delegation.

RESOLVED:

CCC adopts the Scheme of Delegation as presented, with amendments tot eh Clerk's authority to undertake the following matters on behalf of the Council:

- (2.2 vi) Emergency expenditure up to £1,000 outside the agreed budget*
- (2.2 vii) To make routine resourcing decisions, where time impact is less than a day or cost is less than £250, and it is in the public interest to do so, with relevant reporting back at a future Council meeting*
- Plus... To act in the capacity of Allotments Manager*
- Plus... To act in the capacity of Cemetery Manager.*

Action – Clerk to process

10.0 Outside Bodies:

10.1 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) *Stiperstones & Corndon Hill Country Landscape Partnership Scheme (x1).*

10.2 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) *Stiperstones & Corndon Hill Country Landscape Partnership Scheme (x1).*
Cllr B L Smith

Action – Clerk to process

11.0 Finance:

11.1 Independent Remuneration Panel for Wales (IRPW): Allowances & Expenses 2018-19: further to the IRPW Annual Report 2018-19 Determinations, and adoption by Council 27th Mar'18, to resolve Determination 52, the level of Civic (Chair's) Allowance (paper 11.1) The Clerk reminded Council that it has resolved on the IRPW report 2018-19 at the March meeting and to return to the level of Chairman's Allowance at the Annual Meeting.

RESOLVED:

CCC confirms the Chairman's Allowance 2018-19 is to continue at £100.

Action – Clerk to process

- 11.2 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.

- 11.3 Insurance: to resolve the levels of insurance cover for 2018-19 (paper 11.3a-b).
Council received information from the Clerk on current level of insurance cover.

RESOLVED:

CCC accepts and approves the level of insurance cover 2018-19 as presented and enters a 3-year arrangement with BHIB Insurance underwritten by Aviva.

Action – Clerk to process

12.0 Corporate Governance

- 12.1 Standing Orders: to resolve to confirm and retain (with revisions if appropriate) the Standing Orders (paper 12.1).
Council received the Clerk's report and model Standing Orders along with a recommendation that council reviews, updates and adopts updated Standing Orders.

RESOLVED:

CCC retains and adopts the revised Standing Orders as presented.

Action – Clerk to process

- 12.2 Financial Regulations: to resolve to confirm and retain (with revisions if appropriate) the Financial Regulations (paper 12.2).
Council received the Clerk's report and model Financial Regulations along with a recommendation that council reviews, updates and adopts updated Financial Regulations.

RESOLVED:

CCC retains and adopts the revised the Financial Regulations as presented.

Action – Clerk to process

- 12.3 Risk Assessment: to resolve to adopt the Risk Assessment for 2018-19 (paper 12.3).
Council received the Clerk's report and Risk Assessment for 2018-19 along with a recommendation that council reviews, updates and adopts updated Risk Assessment.

RESOLVED:

CCC accepts and approves the revised Annual Risk Assessment 2018-19 as presented and approves the risk management actions.

Action – Clerk to process

- 13.0 Dates of Meetings:** to resolve the frequency and dates of Council and Committee meetings for 2018-19 (paper 13 previously circulated). Council received the Clerk's report and draft schedule of dates for meetings for 2018-19.

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 30th May 2018**Dates of Council and Committee meetings 2018-19****Full Council**

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

Day	Date	Venue
Wed	27/06/2018	Hyssington
Wed	25/07/2018	Churchstoke
Wed	29/08/2018*	Churchstoke
Tue	25/09/2018	Hyssington
Tue	30/10/2018	Churchstoke
Tue	27/11/2018	Churchstoke
Tue	18/12/2018**	Churchstoke
Tue	29/01/2019	Churchstoke
Tue	26/02/2019	Churchstoke
Tue	26/03/2019	Hyssington
Tue	30/04/2019	Churchstoke
Wed	29/05/2019	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.