

LLANBADOC COMMUNITY COUNCIL
Minutes of the Annual General Meeting
held at 5:30pm on Wednesday 2nd May 2018 at County Hall, Usk

Present: Cllr. Hilary Jones, Cllr. John Wright, Cllr. Jo Storey, Cllr. Peter Clarke, Cllr. Peter Sutherland, Cllr. Ed Winter, Cllr. James Lawrence

Members of the public: County Councillor Val Smith

1. **Apologies for absence:** Cllr. Jenny Carpenter
2. **Adoption of Minutes of AGM** meeting held on Wednesday 10th May 2017: Adopted on 07/06/2017
3. **Chairman's Remarks:** Attached to the agenda of this meeting and circulated in advance
4. **Election of Chairman:** Cllr. John Wright proposed Cllr. Hilary Jones, and this was seconded by Cllr. Peter Clarke. There being no other nominations. Cllr. Hilary Jones accepted the position of chair with immediate effect.
5. **Election of Vice-Chairman.** Cllr. Jo Storey proposed Cllr. Jenny Carpenter and this was seconded by Cllr. John Wright. Cllr. Jenny Carpenter was not at the meeting to accept the post, no further nominations were made. **ACTION: Clerk** Agenda for next LCC council meeting on 6th June 2018
6. **Declarations of acceptance of office for 2018/2019:** The Chair, Cllr. Hilary Jones signed the acceptance of office.
7. **Code of Conduct:** All councillors confirmed they had completed training on the code of conduct
8. **Review signatories**
 - i. **Monmouthshire Building Society Account:** Current signatures to remain the same - Cllr. Hilary Jones, Cllr. Peter Sutherland, Cllr. Jenny Carpenter, Cllr. John Wright and Cllr. Jo Storey (any 2 signatures)
 - ii. **HSBC Account:** Llanbadoc Community Council has applied for a current account with HSBC, the application is still being processed by HSBC. The initial opening signatories are Cllr. John Wright and Cllr. Jenny Carpenter. It was agreed to add further signatories of Cllr. Hilary Jones, Cllr. Peter Sutherland and Cllr. Jo Storey (any 2 signatories).
9. **Review of delegation and terms of reference for sub-groups**

Subgroup information is subject to discussion and agreement by full Council reflecting any additional information presented at the Council meeting which may not have been available to the sub group
10. **Nominations to sub-groups and council representatives for community meetings:**

Llanbadoc Community Council Sub Groups

Signature:

Date:

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Procedural and Financial: Cllr. Hilary Jones, Cllr. Peter Clarke, Cllr. Jo Storey, Cllr. James Lawrence, Cllr. Jenny Carpenter
Environment: Cllr. John Wright, Cllr. Hilary Jones, Cllr. James Lawrence, Cllr. Ed Winter plus community volunteers
Website: Cllr. John Wright, Cllr. Jenny Carpenter, Cllr. Ed Winter and Cllr. James Lawrence
GDPR: Cllr. Hilary Jones, Cllr. John Wright and Cllr. Peter Sutherland, Cllr. Ed Winter
Planning Cllr. John Wright, Cllr. Jenny Carpenter, Hilary Jones and Cllr. Jo Storey
Newsletter Group: Open to all, due to meet on 24th May 2018

Community Meeting Council Representatives

MCC Strong Communities: Cllr. Peter Sutherland

One Voice Wales: Cllr. Jo Storey & Cllr. Peter Sutherland

HMPS Community Liaison: Cllr. Hilary Jones

11. **Appointment of any new sub-groups:** GDPR (see above)

12. **Review of policies, procedures and Standing Orders:**

Standing Orders – Reviewed and Adopted on 01.02.2017

Internal Audit policy – Adopted on 06.12.2017

Effectiveness of Internal Audit reviewed on 05.03.2018

Complaints Procedure – Adopted on 05.03.2014

Social Media Policy – Adopted on 03.2017

Risk Assessment – Adopted on 01.11.2017

Freedom of Information – Adopted on 02.04.2014

Financial Control - Adopted on 01.07.2015, amended on 01.02.2017 and 08.03.2018 as documented in meeting minutes.

Welsh Language Policy – Adopted on 06.11.2013

Data Protection policy to be set up and Social Media policy reviewed re. GDPR requirements **ACTION: GDPR sub group**

13. **Effectiveness of Internal Control:** Reviewed on 05/03/2018

14. **Financial Statement and Adoption of Accounts:** The accounts were circulated in advance of the meeting and presented by the clerk. The council formally adopted the 2017/2018 accounts.

15. **Annual Governance statement:** The chair read the Annual Governance Statement (part 1 and 2) as documented in the Smaller Local Government Bodies in Wales Annual Return for the year ended 31st March 2018. All council members present agreed to the statements. The RFO signed to certify that the accounting statements contained in the Annual Return presents fairly the financial position of the Council and its income and expenditure, or properly presents receipts and payments, as the case may be for the year ended 31 March 2018. The Chair signed to confirm the accounting statements and Annual Governance Statement were approved by the council under this minute reference.

16. **Internal Auditor's report 2017/2018:** Attached to the agenda of this meeting and circulated in advance.

17. **Review contracts of employment:** Reviewed at meeting held on 16/01/2018.

18. **Inventory, assets including land:** Reviewed on 06/03/2018

19. **Confirmation of Insurance cover:** Zurich Policy YLL-122038-9283, Period of Insurance 14/12/2017 to 13/12/2018

20. **Confirmation of councillors Register of Interests:** Publicised on LCC website

21. **Independent remuneration panel for Wales**

The clerk informed the council prior to the meeting that The Independent Remuneration Panel for Wales has published its 2018 report with actions to be taken by Town and Community Councils.

Link to full report <https://gov.wales/docs/dsjlg/publications/localgov/180226-annual-report-2018-en.pdf>

Extracts from report *"The Panel is of the view that Community and Town Councillors are not volunteers because further to the democratic process they have accepted formal responsibilities, and all face some degree of liability, in respect of the Council functions they are running. Also, the Panel wants any member who has personal support needs and / or caring responsibilities to be able to fulfil their role."*

"Where not mandated, each determination requires a formal decision by each of these community or town councils annually. A Council can adopt any or all of the non-mandated determinations but if it does make such a decision, it must apply to all its members. In all cases, any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council. In the event of a member of the council standing down during the year, it is a matter for the council to decide whether or not to reclaim any payments made."

Llanbadoc Community Council is in band C, which makes determinations 45, 47,48, 49 and 50 authorised and subject to a formal council decision to choose to adopt annually, see below. Determination 51 is mandatory.

Determination 45: Community and town councils in Group C are authorised to make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

Council Vote: 5 For, 1 Against, 1 Abstain – **Adopted for 2018/2019**

Determination 47: Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.

Council Vote: 5 For, 1 Against, 1 Abstain – **Adopted for 2018/2019**

Determination 48: Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. 8 Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below: • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles.

Council Vote: 5 For, 1 Against, 1 Abstain – **Adopted for 2018/2019**

Determination 49: If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims: • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and/or family overnight.

Council Vote: 4 For, 3 Against – **Adopted for 2018/2019**

Determination 50: Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows: • Up to £34.00 for each period not exceeding 4 hours: • Up to £68.00 for each period exceeding 4 hours but not exceeding 24

Council Vote: 5 For, 1 Against, 1 Abstain – **Adopted for 2018/2019**

Determination 51: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Mandatory for 2018/2019

22. Training – review and requests – none received.

There being no further business the meeting closed at 18.06

Olivia Beaumont, Clerk (Proper Officer) and Responsible Finance Officer for Llanbadoc Community Council