

LLANBADOC COMMUNITY COUNCIL

Minutes of the Annual General Meeting held at 6pm on Wednesday 1st May 2019, County Hall, Usk

Present: Cllr. Jenny Carpenter, Cllr. Peter Sutherland, Cllr. John Wright, Cllr. Paula Clarke, Cllr. Ann Bowyer, Cllr. Ed Winter and Cllr. Jo Storey

1. Apologies for absence: Cllr. Peter Clarke
2. Minutes of AGM meeting held on Wednesday 2nd May 2018: Adopted on 06/06/2018
3. Chairman's Remarks – Cllr. Jenny Carpenter

At our Annual General Meeting in May Hilary Jones was voted in as Chair with Jenny Carpenter as her Vice Chair. In September Hilary took the decision to stand down and we thank her for her 5 years of elected service to the Community and especially as our Chair for 3 1/2 years. Going forward Jenny took the Chair supported by Peter Sutherland as Vice Chair.

Councillor James Lawrence also stood down in December and we thank James for his representation. During the year we welcomed new Councillors, Ann Bowyer representing Llanbadoc and Paula Clarke representing Monkwood. Whilst it is always sad to see Councillors leave new members with different skills, new ideas and different thoughts are always welcome.

We continue to take regular part in Area meetings, One Voice Wales, MCC Strong Communities. MCC Cluster Meetings, Prison Liaison and Give dog fouling the red card. Our representation ensures we keep up to date and gives our Council a voice in local issues.

Our new website went live at the beginning of 2018 and we are pleased to report increased usage enabling us to share with you what we do and how we work. Dates of our meetings together with Agendas and Minutes are regularly published together with items of interest both locally and within Monmouthshire. To ensure we conform to new Data Protection laws our new @llanbadoc.org email addresses are used specifically for Council business in order to keep correspondence and data safe at all times. Our thanks to Councillor John Wright who undertook training in GDPR and is now our designated Data Protection Officer. He continues to ensure the Council remain compliant. Our Facebook page now has 232 followers and our posts regularly interact with an increasing number of our Communities.

It was a very hot summer which had an impact on our rural area. Grass cutting of the Commons was not required as often as usual, but the dry weather affected our woodlands and work was undertaken to make trees in the area safe. This is an ongoing issue and generally a large spend going forward for the Council.

New road signs were installed at Glascoed crossroads and white lines repainted to make the junction safer. The ditch in Glascoed village was edged with reflective traffic markers also for improved safety. Two new grit bins

have been installed on Rumble Street Monkswood. The 30mph flashing road sign at Llanbadoc, adjacent to Usk Island has helped in the reduction of speed on this stretch of road but it continues to cause concern and we are considering further action. We find use of the MyMonmouthshire App delivers a swift and usually positive response from MCC for such issues as potholes which we continue to report regularly.

The Pathcare group, managed by the Community Council continued their great work installing dog passes for stiles and Way Markers for woodland walks. Publication of the latest walk (Walk leaflet no 8) starting at Llandegfedd Reservoir heading uphill towards Panteg Church is now complete. The Pathcare group meet 1 morning per month and are always grateful for extra help. Contact us if you have time to spare. Another group is under consideration for the management of our Woodlands and Common Land. Again, any interest from the Community is most welcome.

Throughout the year there were 21 planning applications considered. The Community Council are consultees and have the opportunity to comment on all planning applications submitted in our area. All application is considered with the Monmouthshire County Council Local Development Plan in mind. Our aim is to look at each application on its own merits putting our personal views to one side. If Councillors are known to the applicant or live in very close proximity to an application site, they declare an interest and take no part in the planning discussion or vote. If you have submitted an application in our area which is on the Agenda for discussion, please come along to our meeting and talk through your ideas and intentions so we are fully informed before we undertake our vote.

Although not a major issue we continue to have the odd problem with fly tipping. Mon CC continue to support us when problems are identified and help to keep our areas clean and tidy. If you should see any instances of fly tipping or have any information relating to such issues, please report it direct to MCC or let us know. The Council has litter picking kit available and undertakes short bursts of effort when problems are identified, and time allows. Please contact us should you identify an area which needs attention or wish to undertake a spell yourself at this very useful pastime! (Sad but true!). Another environment issue is dog poo. We have bins installed in the open spaces at Monkswood and Llanbadoc Island which are emptied fortnightly at a combined annual cost of £180. Bags are provided at both locations so please 'bag it and bin it'. Whilst Usk Island is in our area it is owned and managed by Mon CC, so we do not have any involvement in this site.

BAE, a major employer and vast site sits within our area. This year in September Councillors were invited for a tour of the factory which was very interesting and informative. A public meeting was held to ensure people living in close proximity to the site were fully informed of their safety procedures.

The car park at Llanbadoc Island has been of concern to us over a long period and we are delighted to announce that we have been awarded a National Lottery Awards for All grant to help us with improvements. The work is presently out to tender and we hope the resurfacing will be completed in time for Summer 2019.

The Independent review panel on Community and Town Councils in Wales has published its findings and recommendations and we are working hard as a Council to ensure we keep up to date with the changes.

We presently have two Councillor vacancies. One for Glascoed Ward and one for Llanbadoc Ward. If you are interested in what we do come along to our next meeting. Our discussions are always varied and frank, we don't always agree but we guarantee you will be made most welcome.

I wish to record my personal thanks to all Llanbadoc Community Councillors for the time and effort they give to identify and solve issues relating to our Communities together with thanks also to Olivia, our Clerk who continues to guide, encourage and support us in our achievements.

Jenny Carpenter, Chair

4. Election of Chairman 2019/2020: Cllr. Peter Sutherland proposed Cllr. Jenny Carpenter, and this was seconded by Cllr. Ed Winter. There being no other nominations Cllr. Jenny Carpenter accepted the position of chair with immediate effect.
5. Election of Vice-Chairman 2019/2010: Cllr. John Wright proposed Cllr. Peter Sutherland, and this was seconded by Cllr. Ed Winter. There being no other nominations Cllr. Peter Sutherland accepted the position of chair with immediate effect.
6. Declarations of acceptance of office for 2019/2020 Chair and Vice Chair signed
7. Code of Conduct: Confirmation that Cllr. Jenny Carpenter completed training on 23/05/17. Cllr. Jo Storey and the clerk, Olivia Beaumont completed training on 10/11/2014. Cllr. Ann Bowyer, Cllr Peter Sutherland and Cllr. John Wright to attend OVW Training Session on 17th June 2019, 6.30pm – 9.30pm **ACTION: Clerk** to book places. **Done 03/05**. Cllr. Paula Clarke and Cllr Peter Clarke completed Code of Conduct training in their roles within Monmouthshire County Council and Cllr. Ed Winter completed online training.
8. Review signatories
 - i. Monmouthshire Building Society Account – confirmed as Cllr. Peter Sutherland, Cllr. Jenny Carpenter, Cllr. John Wright, Cllr. Jo Storey and Hilary Jones (any 2 signatures) – As Hilary Jones is no longer a Community Councillor to be removed as a signatory **ACTION: clerk** to contact MBS and obtain mandate to update signatories. **Requested 09/05**
 - ii. HSBC Account – confirmed as Clerk, Olivia Beaumont, Cllr. Jenny Carpenter, Cllr. John Wright, Cllr. Peter Sutherland, Cllr. Paula Clarke, Cllr. Jo Storey, Cllr. Ed Winter and Cllr. Ann Bowyer (any 2 signatories for cheques, instructions for payment and empowered to act on behalf of the council in any other transaction with the bank). Confirmed as the clerk as fully empowered on behalf of the council relating to electronic and telephone banking. The proper officer Olivia Beaumont is authorised to supply the bank as and when necessary with lists of persons authorised to sign, give receipts and act on behalf of the council.
9. Review of delegation and terms of reference for Advisory Groups

Advisory Group 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 Advisory Group
10. Nominations to Advisory Groups and Council Representatives for Community meetings:

(Advisory Group) Procedural and Financial: Cllr. Peter Clarke, Cllr. Jo Storey, Cllr. Jenny Carpenter, Cllr. Ed Winter and Cllr. John Wright (as Data Protection Officer)

(Advisory Group) Environment: Cllr. John Wright, Cllr. Ed Winter, Cllr. Paula Clarke plus community volunteers

(Advisory Group) Community Engagement: Cllr. John Wright, Cllr. Jenny Carpenter, Cllr. Ed Winter, Cllr.

Paula Clarke **ACTION: formulate Llanbadoc Community Council's annual plan**

MCC Strong Communities Representative: Cllr. Peter Sutherland

One Voice Wales Representatives: Cllr. Jo Storey and Cllr Peter Sutherland

HMPS Community Liaison Representative: Cllr. Jenny Carpenter

LCC Data Protection Officer: Cllr. John Wright

11. Appointment of any new Advisory Groups: Website Advisory Group to be known as Community Engagement Advisory Group to include Annual Plan

12. Review and adoption of appropriate Standing Orders, Internal Control and Financial Regulations and Council policies:

Standing Orders – Reviewed and Adopted 07/11/2018

Internal Audit policy – Adopted 06/03/2019

Effectiveness of Internal Audit reviewed on 06/03/2019

Complaints Procedure – Adopted 05/03/2014 – **ACTION: Council** To be reviewed in 2019/2020

Social Media Policy – Adopted 03/17

Risk Assessment – Adopted 06/03/2019

Freedom of Information – Adopted on 02/04/2014, currently being reviewed

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 06/11/2013 - **ACTION: Council** To be reviewed in 2019/2020

13. Annual review of effectiveness of Internal Control completed on 4/3/19 with Cllr. Jenny Carpenter, Cllr. Peter Sutherland and the clerk. Adopted by full council on 6/3/19

14. Annual Risk Assessment Completed on 4/3/19 with Cllr. Jenny Carpenter, Cllr. Peter Sutherland and the clerk. Adopted by full council on 6/3/19

15. Financial Statement for year 2018/19, formal adoption of 2018/19 accounts by

16. Council approval of Annual Governance statement – Full Council approval

17. Internal Auditor's report 2018/2019:

Report of the Internal Auditor for Llanbadoc Community Council the Year Ending March 31st, 2019

Signature:

Date:

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(signed paper copy received on 18/04/19)

I have audited the accounts and examined accompanying documentation and records for the financial year 2018-19 and make the following observations under the subheadings required in the Annual Return for 2018-19.

1. Appropriate council financial records have been kept properly throughout the year. Details of income and expenditure have been kept on excel spreadsheets and are clear to read and easy to understand.
2. Financial regulations have been met and all payments were adequately evidenced by invoices, tenders, contracts and the council's building society account book. All items of expenditure were approved and recorded in council minutes. The VAT incurred in the council's expenditure is clearly recorded and accounted for and has been reclaimed from previous years.
3. The Council has assessed the significant risks to achieving its objectives and reviewed the adequacy of their arrangements. During the year 2018-19 the Council reviewed both the effectiveness of its internal audit and its risk assessment policy. In March 2018 it reviewed its financial controls and in November 2018 it reviewed and adopted its standing orders.
4. The annual precept demand for 2018-19 was determined at a meeting of the Council on the 16/1/18 by a very detailed budget review and planning process, the results of which were approved and recorded in the council minutes. The council precept demand of £13,530 was also evidenced by a remittance advice from Monmouthshire County Council. The level of council reserves for 2018-19 were included in this process and were properly assessed and categorised. Council balances carried forward into 2019-20 of approximately £28,000 appear high but of this sum, £18,000 has been ear-marked for a major capital project in 2019-20. The remaining balance of approximately £10,000 has been divided into a general working balance to cushion uneven cash flow throughout the year, insurance reserve and unanticipated events balance. Whilst the sums allocated to the last 2 categories seem reasonable, I recommend that the Council considers whether or not the amount allocated to the general fund balance is perhaps too high and could be partly used to fund in year expenditure in future years.
5. The expected sources of Council income were received and banked as evidenced by entries in the building society passbook and the new HSBC current account. Income was recorded in the excel spreadsheet accounting record for the year. A significant VAT refund was part of the income for 2018-19.
6. All items of council expenditure were approved by the Council and recorded in the minutes. Expenditure was supported by invoices and evidenced by withdrawals from the building society passbook and recorded in the excel cash book (accounts). The VAT paid was clearly identified and needs to be recovered at some stage. The Council does not operate a petty cash system and all payments are made from the Building Society account via drawn cheques. The Council opened an HSBC current account during 2018-19 which has been used to deposit funds but as yet no payments have been made.
7. The Clerk's salary and running expenses were paid in line with council approvals and recorded in the minutes. These payments are evidenced by invoices and withdrawals recorded in the Council's building society passbook. These payments were also recorded in the excel accounts spreadsheet. The Council changed its payroll services provider in 2018-19 so as to obtain better value for money. The correct income tax and NI etc. are deducted from the Clerk's monthly salary payments and are evidenced by monthly pay slips issued by the provider and invoices for the payment of the payroll service.
8. The Council's asset register has been properly maintained and gives full details of the Council's assets, when they were acquired, their location and value. They are adequately insured in the Council's insurance schedule. The Council does not have investments/investments register.
9. The Council's accounts have been kept in such a way as to enable monthly income and expenditure and bank reconciliation to be recorded and presented to members at their meetings. The end of year bank reconciliation statement has been correctly prepared.
10. Accounting statements prepared during the year 2018-19 have been prepared on the correct accounting basis and these agree with the cash book excel spreadsheet and are supported by an audit trail from underlying council records

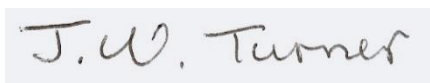
Signature:

Date:

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and documents. The accounting statement for the Annual Return for 2018--19 has been correctly prepared and any significant variances from 2016-17 accounted for.

11. The Council does not have any Trust Funds and hence has no management function in this respect.



Internal Auditor 18/4/19

18. Review contracts of employment: Salary reviewed at LCC meeting held on 06/03/2019. Home working assessment completed on 29/04/19 with Cllr. Jenny Carpenter and the clerk, Olivia Beaumont.
19. Inventory, assets including land: Reviewed in October 2018. Presented to full council at December 2018 meeting with Insurance quotes for 2018/2019
20. Confirmation of Insurance cover: Zurich Policy YLL-2720855913, Period of Insurance 14/12/2018 to 13/12/2019 – 3-year fixed price.
21. Confirmation of councillors Register of Interests: Individual interests publicised on LCC website updated monthly, clerk holds 'Notification by a member of Llanbadoc Community Council of disclosable pecuniary interests.' As completed and signed by individual members. **ACTION: Cllr. Peter Clarke.** Outstanding return of disclosure form.
22. Independent remuneration panel for Wales: Payments to Community Councillors for 2019/2020 (Payments to be published by 30th September 2020, if you wish to forgo must be in writing to clerk)

Publicised 2018/2019 remuneration received by members on Llanbadoc Community Council Website and Noticeboards. Independent Remuneration Panel for Wales informed of payments received for 2018/19 on 1st May 2019.

£150 payment to Llanbadoc Community Councillors for 2019/2020 that has been allocated in the Llanbadoc Community Council 2019/2020 budget for the potential payment to 10 councillors.

Members can decline to receive part, or all, of the payments should do so in writing to myself, the Clerk.

Payments appear at this point to be taxable and paid through PAYE, however One Voice Wales is continuing its efforts to seek a blanket dispensation for all Councils in respect of the payment of tax of the basic allowance of £150. They have recently been provided with a key contact in the HMRC and are awaiting contact with him so that they can present the case that the allowance should be free of any taxable liability.

Payments to be made to Llanbadoc Community Councillors in March 2020, if this is to be taxable (pending further correspondence from OVW) Playworks will have to be involved in the administration of this, which may incur additional costs.

Each payment will then be published, and the Independent Remuneration Panel for Wales informed before 30th September 2021.

To circulate Councillors, opt out form for 2019/20 **ACTION: Clerk** done 03/05

23. Training: Review and requests – Training log completed and to be retained by the clerk.

There being no further business the meeting closed at 18.46

Olivia Beaumont, Clerk (Proper Officer) / RFO, Llanbadoc Community Council