

**Due to Government guidance in respect of COVID19 the meeting was held via remote access.**

**Present:** Cllr. Jenny Carpenter, Cllr. Paula Clarke, Cllr. Peter Clarke, Cllr. Peter Sutherland, Cllr. Ann Bowyer, Cllr. Ed Winter and Cllr. Jude Hopkins

**Members of the public:** No members of the public were present at the meeting.

**1. Sign the Attendance Book**

It was not possible to sign the attendance book as the meeting was held remotely.

**2. Apologies for absence**

Apologies had been received from Cllr Jo Storey and County Cllr Val Smith.

**3. Minutes of Annual Meeting held on Wednesday 1st May 2019**

The Chair reported that the minutes of LCC Annual Meeting held on Wednesday 1st May 2019, had been accepted and approved at the Ordinary Meeting held on Wednesday 5<sup>th</sup> June 2019.

**4. Review of Annual Plan**

The Chair's Report, encompassing the review of the Annual Plan had been circulated prior to the meeting for member's consideration.

The Chair moved that the report be adopted, proposed by Cllr Winter, seconded by Cllr Sutherland, all in agreement.

Cllr Carpenter felt it was time to stand down from the position of Chair. She thanked everyone for their support in her time as Chair and for the opportunity it had presented.

**5. Election of Chairman and Vice Chairman**

**a. Appointment of Chairman**

The Clerk asked for nominations for the position of Chairman, Cllr Sutherland was nominated. It was proposed by Cllr Winter, seconded by Cllr Hopkins, and agreed by all present that Cllr Sutherland be appointed as Chairman. Cllr Sutherland accepted the appointment.

**b. Appointment of Vice Chairman**

The Clerk asked for nominations for the position of Vice Chairman. Cllr Winter and Cllr Paula Clarke were nominated, Cllr Paula Clarke declined the nomination at the current time. It was proposed by Cllr Carpenter, seconded by Cllr Bowyer, and agreed by all present that Cllr Winter be appointed as Vice Chairman. Cllr Winter accepted the appointment.

**c. Declarations of Acceptance of Office for 2020/2021 Chair and Vice Chair**

As the meeting was held remotely Cllr Sutherland and Cllr Winter will confirm their acceptance of office by email to the clerk. The declarations will be signed at the earliest opportunity. **ACTION: PS & EW to email clerk.**

Cllr Sutherland, as new Chair, thanked Cllr Carpenter for her hard work and leadership during the course of her time as Chair, especially having had some very difficult issues to contend with.

**6. Code of Conduct**

**a. Member's acceptance of the code of conduct**

As the meeting was held remotely Councillors will confirm their acceptance of the code of conduct by email to the clerk. The declarations will be signed at the earliest opportunity.

**ACTION: All Councillors to email clerk.**

**b. Confirmation members have completed Code of Conduct training**

- Cllr. Jenny Carpenter completed training on 23/05/17.
- Cllr. Jo Storey completed training on 10/11/2014.
- Cllr. Ann Bowyer, Cllr Peter Sutherland, and Cllr. John Wright completed training on 17/6/19.
- Cllr. Paula Clarke and Cllr Peter Clarke completed Code of Conduct training in their roles within Monmouthshire County Council.
- Cllr. Ed Winter completed online training.
- Cllr Jude Hopkins completed online training 17/04/20
- Clerk, Beverley Young has not yet completed training.

**7. Review and adoption of appropriate Standing Orders, Internal Control, Financial Regulations and Council Policies**

- Standing Orders – Reviewed and Adopted – 11/19
- Effectiveness of Internal Control - Review completed on 15/01/20 by the clerk. Adopted by full council on 4/3/20
- Model Financial Regulations - Adopted 2/10/19
- Internal Audit policy – Adopted 06/03/19
- Effectiveness of Internal Audit - Reviewed 3/20
- Complaints Procedure – Reviewed 7/19
- Social Media Policy – Adopted 04/17 **Action: Cllr Winter** to carry out review by September meeting, **Clerk** to agenda for September.
- Freedom of Information Policy – Reviewed 15/1/20
- Equality and Diversity Policy – Adopted 2/8/17 **Action: Cllr Sutherland** to carry out review by September meeting, **Clerk** to agenda for September.
- Welsh Language Policy – Reviewed 11/19

It was agreed that the Biodiversity Plan should stand separately from the Annual Plan. **Action: Clerk** to agenda for adoption at the September meeting.

**8. Review and approval of Council's Risk Assessment**

- Annual Risk Assessment Completed on 15/01/20– Cllr Peter Clarke, Cllr Jo Storey, Cllr Ed Winter, Cllr Jenny Carpenter. In light of recent events, severe flooding and COVID19, it was agreed that the Finance and Procedures group should carry out an additional review. **Action: Cllr Peter Clarke, Cllr Storey, Cllr Carpenter and Cllr Winter** to review Risk Assessment. **Clerk** to agenda for September.
- Clerk Home Working Risk Assessment – Review due April 2020 but could not be completed due to Government restrictions in respect of COVID19. **Action: Clerk** to carry out initial review, to be repeated by a member when restrictions are lifted.

**9. Review signatories on Council's accounts.**

**a. Monmouthshire Building Society Account**

It was agreed that the current signatories should remain: Cllr Jo Storey, Cllr Peter Sutherland, Cllr Jenny Carpenter, and Clerk - Beverley Young as administrator.

**b. HSBC Account**

It was agreed that the current signatories should remain: Cllr Jenny Carpenter, Cllr Ed Winter, Cllr Peter Sutherland, Cllr Jo Storey, Cllr Ann Bowyer, Cllr Judith Hopkins and Cllr Paula Clarke. Cllr Winter will hand over Primary User to the Clerk - Beverley Young, to comply with Financial Regulations.

## 10. Review Contracts of Employment

Members agreed prior to the meeting that the clerk had completed the probation period satisfactorily. The Chair moved that Beverley Young's employment be confirmed. It was proposed by Cllr Winter, seconded by Cllr Paula Clarke and agreed by all present. **Action: Cllr Sutherland & Clerk to sign contract at earliest opportunity.**

The clerk had expressed a wish to join a pension scheme. Cllr Carpenter obtained information for consideration by members. The Chair moved it should be considered within 1 month of the meeting, an Extraordinary Meeting would be arranged to facilitate a decision being made within the required timescale. This was proposed by Cllr Winter, seconded by Cllr Paula Clarke and agreed by all present. **Action: Clerk to call Extraordinary Meeting when date agreed.**

## 11. Review of representation on or work with external bodies and arrangements for reporting back.

It was agreed that no changes to representation were required, therefore:

- a. MCC Strong Communities – Cllr Peter Sutherland
- b. One Voice Wales – Cllr Jo Storey
- c. HMPS Community Liaison – Cllr Jenny Carpenter
- d. MCC Cluster – Cllr Peter Clarke and Cllr Jenny Carpenter
- e. Give Dog Fowling the Red Card – Cllr Jo Storey

## 12. Review of delegation and terms of reference for Advisory Groups

It was agreed that no changes to representation were required, therefore:

- a. Procedural and Financial – Cllr Peter Clarke, Cllr Jo Storey, Cllr Jenny Carpenter and Cllr Ed Winter.
- b. Environment – Cllr Ed Winter, Cllr Paula Clarke, and Cllr Judith Hopkins.
- c. Community Engagement – Cllr Peter Sutherland, Cllr Jenny Carpenter and Cllr Ed Winter.

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.

## 13. Appointment of any new Advisory Groups

It was agreed that no additional advisory groups were required at the current time.

## 14. Review and Agree Regular Payments

The regular payments schedule, circulated for consideration prior to the meeting, covers the clerk's salary, working from home and telephone allowance, and PAYE. The Chair moved that the schedule be approved. This was proposed by Cllr Carpenter, seconded by Cllr Paula Clarke and agreed by all present.

## 15. Review of Inventory of Assets including land

The asset register was reviewed at meeting held on 5/2/20. The following issues have arisen since then which may require a second review:

- a. Confirmation that the car park at Llanbadoc Island is an asset.
- b. Confirmation of ownership of playground equipment and fencing. **Action: Clerk to obtain written confirmation of assets MCC own.**

## 16. Confirmation of arrangements for Insurance Cover in respect of all insured risks.

Zurich Policy YLL-2720855913, Period of Insurance 14/12/2019 to 13/12/2020

The outcome of Item 15 above may require a review of the Council's insurance, to be carried out by the Procedural and Finance Group. **Action: Clerk to ascertain when Long Term Agreement ends.**

There being no further business the meeting closed at 6.50pm.

**Beverley Young, Clerk/RFO, Llanbadoc Community Council**

Signature:

Date:

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