

**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. Jude Hopkins, Cllr Jo Storey and County Cllr Val Smith.

**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**

All Councillors were present.

**3. Minutes of Ordinary Meeting held on Wednesday 7<sup>th</sup> April 2021.**

The Chair proposed the minutes of LCC Ordinary meeting held on Wednesday 7<sup>th</sup> April 2021 be approved, seconded by Cllr Peter Clarke, agreed by all present. **ACTION: Chair to sign minutes at earliest opportunity, Clerk to publish on website.**

**4. Review of Annual Plan**

The Chair's Report and review of the Annual Plan for 2020/21 had been circulated prior to the meeting for member's consideration. The Chair thanked everyone for their support through a difficult year. Cllr Carpenter suggested the review of the Annual Plan should also refer to the Go Safe camera's being back in Alexandra Terrace. The Chair proposed that the report and review be accepted, seconded by Cllr Bowyer, agreed by all present.

**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. Cllr Bowyer proposed that Cllr Sutherland be appointed as Chairman, seconded by Cllr Hopkins, agreed by all present. Cllr Sutherland accepted the appointment.

**b. Appointment of Vice Chairman**

The Clerk asked for nominations for the position of Vice Chairman. Cllr Hopkins and Cllr Carpenter were nominated. Cllr Carpenter received 3 votes and Cllr Hopkins received 4 votes. Cllr Hopkins accepted the appointment.

**c. Declarations of Acceptance of Office for 2021/2022 Chair and Vice Chair**

As the meeting was held remotely Cllr Sutherland and Cllr Hopkins will confirm their acceptance of office by email to the clerk. The declarations will be signed at the earliest opportunity.

**ACTION: Cllr Sutherland & Cllr Hopkins to email clerk.**

**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 and Cllr Peter Sutherland 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 by Clerk February 2021 and Adopted 3.3.2021
- Effectiveness of Internal Control 2020/21 - Reviewed March 2021 by Cllr Carpenter, Cllr Sutherland and clerk and Adopted 7.4.2021
- Model Financial Regulations - Reviewed by Clerk February 2021 and Adopted 3.3.2021
- Internal Audit policy – Reviewed March 2021 by Cllr Carpenter, Cllr Sutherland and clerk and Adopted 7.4.2021
- Complaints Procedure – Reviewed by Cllr Paula Clarke February 2021 and Adopted 3.3.2021
- Social Media Policy – Reviewed by Cllr Winter September 2020 and Adopted 7.10.2020
- Freedom of Information Policy – Reviewed by Cllr Sutherland February 2021 and Adopted 3.3.2021
- Equality and Diversity Policy – Reviewed by Cllr Winter September 2020 and Adopted 7.10.2020
- Welsh Language Policy – Reviewed by Cllr Sutherland February 2021 and Adopted 3.3.2021

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

- Risk Assessment – initial review by Cllr Sutherland and Cllr Hopkins March/April 2021. Reviewed by Finance and procedures Group and clerk 4.5.2021. Cllr Sutherland informed the meeting that in the initial review some risks were originally designated as high risk, and were then reassessed by the Finance and Procedures Group and moved into a lower risk category.  
The Chair proposed the amended Risk Assessment be approved and adopted, seconded by Cllr Bowyer, agreed by all present.
- Clerk Home Working Risk Assessment – initial review carried out by clerk December 2020, Cllr Sutherland completed review March 2021. Issues raised to be addressed following clerk's house move.

## **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 Peter Sutherland, Cllr Jo Storey, Cllr Ann Bowyer, Cllr Judith Hopkins and Cllr Paula Clarke. Clerk - Beverley Young as Primary User and Cllr Jenny Carpenter to be set up as secondary user.

The Chair proposed that Cllr Winter be removed from the mandate following his resignation, seconded by Cllr Paula Clarke, agreed by all present. **ACTION: Clerk to arrange completion of new Mandate.**

## **10. Review Contracts of Employment**

The Clerk's contract was reviewed when Beverley Young was appointed, 1/4/20.

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

It was agreed representation would be as follows:

- a. MCC Strong Communities – Cllr Peter Sutherland
- b. One Voice Wales – Cllr Jo Storey (Cllr Sutherland to cover if not available)
- c. HMPS Community Liaison – Cllr Jenny Carpenter (Cllr Sutherland to cover if not available)
- d. MCC Cluster – Cllr Peter Clarke, Cllr Jenny Carpenter and Cllr Anne Bowyer
- e. Give Dog Fowling the Red Card – Cllr Jo Storey (Cllr Carpenter to cover if not available)

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

Membership of advisory groups was agreed as follows:

- a. Procedural and Financial – Cllr Peter Clarke, Cllr Jo Storey, Cllr Jenny Carpenter, Cllr Peter Sutherland and Cllr Judith Hopkins.
- b. Environment – Cllr Peter Sutherland, Cllr Paula Clarke, Cllr Ann Bowyer and Cllr Judith Hopkins.
- c. Community Engagement (Incl. Website) – Cllr Peter Sutherland, Cllr Jenny Carpenter and Cllr Paula Clarke.

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, pension contributions, PAYE and Merlin Waste. The Chair proposed that the schedule be approved, seconded by Cllr Carpenter, agreed by all present.

**15. Review of Inventory of Assets including land**

The asset register was reviewed in April 2021. Cllr Carpenter had informed councillors that the telephone box is listed, note to be included on asset register. Cllr Sutherland proposed the amended Asset Register be accepted and approved, seconded by Cllr Peter Clarke, agreed by all present. **Action: Clerk to add note on telephone box.**

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

Zurich Policy YLL-2720855913, Period of Insurance 14/12/2020 to 13/12/2021

The insurance company had been notified of the changes in assets held and had adjusted the premium accordingly. The Long Term Agreement will end on 13<sup>th</sup> December 2021.

There being no further business the meeting closed at 6.35 pm.

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