



Annual Meeting Minutes

Wednesday 11th May 2022

Present: Cllr. Colin Deakins, Cllr. Ann Bowyer, Cllr. Jenny Carpenter, Cllr. Paula Clarke, Cllr. Jo Storey, Cllr Helen May-Moebus, Cllr Jan Clarke, Cllr Julian Bowen-Sargent

In attendance : Ex chair Peter Sutherland, County Cllr Tony Kear

The meeting was opened by ex chair Peter Sutherland who welcomed everyone and stated that he was there to open the meeting and to assist in selecting a chair to the new Council. He expressed thanks to his vice chair Judith Hopkins gave her apologies and wished the new Council all the best for the future. Cllr Ann Bowyer thanked Peter for his work which was difficult through covid and he will be sadly missed.

1. Sign the attendance book

All councillors signed the attendance book

2. Apologies for absence

Cllr Lucy Ann Rand

3. Adoption of Ordinary Meeting Minutes

Deferred to next ordinary meeting

4. Review of annual plan

Deferred to next ordinary meeting

5. Election of Chair and Vice Chair

Proposals for Chair :- Cllr Ann Bowyer proposed Colin Deakins as chair, seconded by Cllr Jo Storey, vote carried unanimously. Cllr Deakins agreed to take up the position of chair.

Proposals for vice chair :- none were received therefore Cllr Helen May-Moebus proposed that Cllr Jenny Carpenter take on the role as a temporary measure, seconded by Cllr Jo Storey and carried unanimously, Cllr Carpenter agreed to the proposal.

Peter Sutherland left the meeting at this point.

6. Code of conduct

Members to confirm acceptance of the code of conduct once training has been completed. Cllr Deakins stated that as Chair he has access to One Voice Wales for assistance and information and advised new Councillors to read the Good Councillors Guide and to complete the course on the Code of Conduct. There is a training module for new councillors online, OVW sends a list of training and all councillors to sign up to relevant courses. Cllr Carpenter stated that there is a spreadsheet of training and the list will come through to the clerks email and she will update the spreadsheet.

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

To be reviewed as and when. Cllr Carpenter advised that the Standing Orders were reviewed in February 2022 and found to be acceptable. Cllr Carpenter proposed agreement of the Standing Orders, seconded by Cllr Paula Clarke and carried unanimously.

8. Review and approval of Council's risk assessment

Deferred to next ordinary meeting

9. Review of signatories on Council's Accounts

Monmouthshire Building Society account :- Cllrs Carpenter, Storey and Jan Clarke

HSBC Account :- Cllrs Carpenter and Deakins, Cllr Carpenter to carry on as secondary user.

Cllr P Clarke proposed that the Council carry on with the current system of payments with Cllr Carpenter as secondary user with Cllrs Storey, P Clarke and Bowyer as signatories, seconded by Cllr Bowyer and all agreed.

Signature:

Date:

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10. Review Contracts of Employment

Deferred to next ordinary meeting

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

a) MCC Strong Communities :- following a question by the Chair querying the status of the meeting Cllr Carpenter explained that it deals with community issues and is held once a month at MCC. The Council does not need a representative members can attend as and when.

B) OVW – Cllrs Deakins and Storey

c) HMPS Community Liaison :- Cllr Carpenter, Cllr Bowyer as telephone contact

d) MCC Cluster - wait to see if they re-commence as none have been held during COVID

e) Give Dog Fouling the Red Card – Cllr Storey

f) Usk Masterplan – Cllr Bowyer to write to Usk Town Council with a request to keep LCC informed of meetings

g) Little Mill Village Hall – the Chair advised that a request would be forthcoming to request a representative on the Hall committee

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

a) Procedural and Financial :- Cllrs Carpenter, Storey, Deakins and Bowen-Sargent

b) Environment and Commons Management – all councillors

c) Website

d) Planning – Cllr P Clarke to continue as planning advisor to prepare notes for applications prior to the meetings for councillors information and assistance.

13. Appointment of any new advisory groups

None

14. Review and agree regular payments

Cllr Carpenter advised that the regular payments are bank charges and the Council’s loan

15 and 16 Review of Inventory of Assets including land. Confirmation of arrangements for Insurance Cover in respect of all insured risks

It was agreed that Cllr Carpenter will contact Goytre CC to query whether they are still insuring the playground at Little Mill and will contact Zurich to advise the transfer of the playground to Llanbadoc CC . Cllr Bowyer will contact the ex vice chair to request copies of emails to Zurich.

County Councillor Tony Kear then addressed the meeting. He stated he was privileged to be elected for the new ward. There is a lot of uncertainty in MCC at the moment with many new councillors and he is unsure how things are going to work with his counterpart. He anticipates a change in policies. His job is to represent a large area however is looking forward to the prospect.

The meeting closed at 9pm.

Chair

Llanbadoc Community Council

Date