

**Llanbadarn Fawr Community Council
Annual Meeting 7pm on 11th May 2023**

MINUTES OF THE ANNUAL MEETING HELD AT LLANBADARN FAWR & DISTRICT COMMUNITY CENTRE

Present : Phillip Knill, Mike Phillips, Jenifer LeMesurier, Martin Lawrence.

In Attendance: Cllr G Morgan

1. **Welcome by the outgoing Chairman:** MP thanked everyone for attending and opened the meeting at 7.55 pm.

2. **Apologies for absence:** Mr J Griffiths.

3. **Appointment of Officers:**

(a) Chairman (b) Vice-Chairman: All appointments are until May 2023.

a) Councillor Phillips was nominated as Chairman (PK/JLM), which he agreed to accept. This was agreed by all members.

b) Cllr Knill was nominated as Vice-Chairman (ML/JML) this was agreed by all members.

Declaration of Office by Chairman and Vice Chairman: The Chairman and Vice-Chairman signed declarations of Office. Witnessed by the Clerk as the Proper Officer of the Council and County Councillor G Morgan

4. **Matters of Interest** on Agenda as per Code of Conduct – None declared.

5. **Minutes of the previous AGM:** held on 12th May 2022 (approved and signed June 2022) were reviewed and noted.

6. **Matters arising from Minutes of the 2022 AGM:** none were raised.

7. **Chairman's Report:** Cllr Phillips gave a verbal report. He thanked his fellow Councillors for their commitment to the community and their support to him During his past year in office, he also thanked the Clerk. He noted it had been another year of extraordinary highs and lows, beginning with the community celebrating the Queen Elizabeth II's Platinum Jubilee, with many family and friends sharing memories and creating new ones. The jubilee planters had been lovely throughout the summer, thanks to the careful selection of plants and growing medium by Midway Nursery which had also subsidised the planting – many thanks to the helpful and knowledgeable staff there and also to the community volunteers who had watered and weeded the planters throughout the year – along with their time freely given to maintain the roadside grass and care for the roundabout. Community commitment to litter picking along the roadsides, was also appreciated. Later in the year the death of HM Queen Elizabeth II was marked by many and again brought community members together but in a different way. Another national occasion had taken place within the past few days being the Coronation of HM King Charles III, although the Council had not arranged a celebration during Coronation Weekend he was pleased that a number of projects to celebrate 'Coronation Year' were developing.

8. **The review and adoption of Community Council documents:** Previously circulated (to review annually at AGM):

- Standing Orders: the NALC Model Standing Orders (issued 2018) were adopted again in full with no revisions. It was noted that One Voice Wales were drafting revised model standing orders and it was agreed that these be viewed and adopted as appropriate when they became available later in the year. (ML/PK)

- Financial Regulations: The NALC Model Financial Regulations (2019) as adopted in 2022 were again adopted in full with no further amendments. (ML/JLM)
 - Risk Assessment: this had been updated to include the impact of vandalism. The risk assessment was agreed. (PK/ML)
 - Asset Register: It was noted that this was an item of ongoing review throughout the year and had been revised to include additions, revaluations and deletions. Agreed (JML/ML)
 - Opt-out of Councillor Allowance Claim 2022-23: these had been completed at the previous meeting.
9. **Financial Report:** copies of the 2022-23 end of year financial report were circulated. Income, expenses, donations were discussed and end of year bank balances stated. It was noted that these figures would be submitted as part of the External Audit. MP proposed that the accounts were accepted (JLM second). Proposal resolved. (PK/ML)
10. **Acceptance & Signing of Audit Return by the Chairman.** The Audit return financial report figures were explained, and the Governance Statement was noted to be completed and signed on the receipt of the Internal Audit report.
11. **Signatories List and Clerk's authorisation on Bank Account:** new mandates had been completed on the opening of the Lloyds Account and remained appropriate .
12. **Insurance:** The Current Insurance continues to provide a guarantee of £10m. It was advised that insurance was due on 8th August 2023 and that the Chairman and Clerk and be authorised to ensure that the premium be paid to maintain continued cover. (ML/PK).
13. **Salary of the Clerk/RFO:** Clerks salary review in Dec 2022 had set the budget and hours for 2022-23 it was noted that this continued to be below the pension threshold but that as an **entitled worker** (a workers aged 16-74 earning less than £6,240/ pa) has the right to join a pension scheme. By giving a notice to the employer, they can require the employer to arrange active membership of a pension scheme. The scheme the employer chooses does not have to be a qualifying scheme nor is the employer required to make any financial contribution to the scheme. It was noted that the NEST Pension Scheme should be the Council's recommended Scheme and a Pension Policy be put in place before the next pay review. (ML/PK)
14. **Dates and times of meetings for the ensuing year:** the following dates were agreed to be set. However, italicised dates to be formally called only if required for urgent business and may be held remotely.

Date	Meeting	Time	Key Agenda Items
08 June 2023	Ordinary	7pm	Sign Annual Return
<i>06 July 2023</i>	<i>Ordinary</i>	<i>7pm</i>	<i>Urgent matters/Planning only</i>
August	No meeting		
07 Sept 2023	Ordinary	7pm	
<i>05 Oct 2023</i>	<i>Ordinary</i>	<i>7pm</i>	<i>Urgent matters/Planning only</i>
02 Nov 2023	Ordinary	7pm	
07 Dec 2023	Ordinary	7pm	Review 2023 Budget and consider

			2024-25 Budget
11 Jan 2024	Ordinary	7pm	Approve Precept
<i>01 Feb 2024</i>	<i>Ordinary</i>	<i>7pm</i>	<i>Urgent matters/Planning only</i>
07 Mar 2024	Ordinary	7pm	Review Budget Appoint Auditor
04 April 2024	Ordinary	7pm	Review insurance Cover
May 2024	AGM & Ordinary	6.30pm	Approve 2023-24 Accounts
Ad hoc meetings may be set between these dates as Council business dictates. Councillors will be notified as necessary. It was agreed July, Oct, Feb meetings be held only if required for urgent business/planning.			

15. Close of the AGM 8.50pm

Signed:

Date: