

**Llanbadarn Fawr Community Council
Annual Meeting 7pm on 9th May 2024**

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

Present : Mike Phillips, Jenifer LeMesurier, , Phillip Knill, J Griffiths.

1. **Welcome by the outgoing Chairman:** MP thanked everyone for attending and opened the meeting at 7.10 pm.
2. **Apologies for absence:** Cllr G Morgan, Martin Lawrence.
3. **Appointment of Officers:**
 - (a) Chairman (b) Vice-Chairman: All appointments are until May 2025.
 - 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 (JML/MP) 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.
4. **Matters of Interest** on Agenda as per Code of Conduct – None declared.
5. **Minutes of the previous AGM:** held on 11th May 2023 (approved and signed June 2023) were reviewed and noted.
6. **Matters arising from Minutes of the 2023 AGM:** noted that 2023 Standing orders were reviewed and adopted in November 2023.
7. **Chairman's Report:** Cllr Phillips gave a verbal report. He thanked his fellow Councillors for their commitment to the community and their continued support during his past year in office, he also thanked the Clerk. He noted it had been a less eventful year than 2022-23 but although there had been no formal community event to mark the Coronation there had been many individual celebrations. The jubilee planters had been refreshed and continued to brighten the entrance approaches of the main roads into the community. The support of Midway Nursery and the ongoing care of the planters and grass by local volunteers continued to make the community green spaces places of which to be proud. He had received positive comments about the provision of the Royal British Legion Figures (located by the entrance path to the Church where they could be seen from the road) as a reminder to remember those who have given and continue to give so much for others. He also reminded members of the 80th anniversary of D Day in June and that the figures would be a fitting part of the memorial of this. He confirmed that although the main focus for the Council this year would be to improve the two village play areas the Community Council would also look to contribute to supporting other community assets including public spaces and the community centre. He thanked Members for their continued confidence in him as Chairman.
8. **The review and adoption of Community Council documents:** Previously circulated (to review annually at AGM):
 - Standing Orders: the updated Model Standing Orders (2023) reviewed and adopted in November 2023 were adopted again in full with no revisions. (PK/JLM)

- Financial Regulations: The NALC Model Financial Regulations as adopted in 2023 were again adopted in full with no further amendments. (PK/JG)
 - Risk Assessment: this had been reviewed and updated. The risk assessment was agreed. (PK/MP)
 - Asset Register: It was noted that this was an item of ongoing review throughout the year. Agreed (PK/MP).
 - Opt-out of Councillor Allowance Claim 2024-25: The payment of allowances was discussed. It was noted that **Making Payments to Members** had been circulated for information and discussed at the March meeting (1123/06b). The Clerk reminded members that a council can adopt any, or all, of the non-mandated determinations. **No** allowances were agreed other than those that were statutory, care cost regulations were noted. Members agreeing to opt-out of claiming the standard allowance during 2024-25 signed opt out forms and return these to the Clerk. No payments had been made to any members during 2023-24
9. **Financial Report:** copies of the 2023-24 end of year financial report were circulated for information having been reviewed in detail at the meeting of 4th April 2024 (0124/06). PK proposed that the accounts were accepted (JG second). Proposal resolved. (PK/JG).
 10. **Acceptance & Signing of Audit Return by the Chairman.** The Audit return financial report figures had been discussed in detail at the meeting of 4th April 2024 (0124/06) the Governance Statement was noted to be completed and signed at the June 2024 Ordinary meeting after the receipt of the Internal Audit report.
 11. **Signatories List and Clerk's authorisation on Bank Account:** mandates for Lloyds Bank remained appropriate .
 12. **Insurance:** The Current BHIB Insurance continues until 07/08/2024. A quote from Zurich Insurance providing fidelity guarantee of £250,000 (all members and employees) and public liability cover of £12m. Potential premium for this quote £378 was based on cover starting on 01/07/2024 and would require to be reconfirmed nearer the actual due date No renewal premium quote had yet been received from BHIB. Agreed that the Chairman and Clerk be authorised to select the insurer and ensure that the premium be paid to maintain continued cover. (JLM/PK).
 13. **Salary of the Clerk/RFO:** Clerks salary review in Dec 2023 had set the budget and hours for 2024-25 it was noted that this continued to be below the pension threshold of £10K for auto enrolments 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 on request. It was noted the NEST Pension Scheme was the Council's recommended Scheme but the Council.
 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
06 June 2024	Ordinary	7pm	Sign Annual Return
<i>04 July 2024</i>	<i>Ordinary</i>	<i>7pm</i>	<i>Urgent matters/Planning only</i>
August	No meeting		
05 Sept 2024	Ordinary	7pm	
<i>03 Oct 2024</i>	<i>Ordinary</i>	<i>7pm</i>	<i>Urgent matters/Planning only</i>
07 Nov 2024	Ordinary	7pm	

05 Dec 2024	Ordinary	7pm	Review 2024 Budget and consider 2025-26 Budget
09 Jan 2025	Ordinary	7pm	Approve Precept
<i>06 Feb 2025</i>	<i>Ordinary</i>	<i>7pm</i>	<i>Urgent matters/Planning only</i>
06 Mar 2025	Ordinary	7pm	Review Budget Appoint Auditor
03 April 2025	Ordinary	7pm	Review insurance Cover
01 May 2025	AGM & Ordinary	6.30pm	Approve 2024-25 Accounts
Ad hoc meetings may be set between these dates as Council business dictates. Councillors will be notified as necessary.			

15. Close of the AGM 8.05 pm

Signed:

Date: