

**CYNGOR CYMUNED YR YSTOG
CHURCHSTOKE COMMUNITY COUNCIL**

2 Rows Terrace, Plough Bank, Montgomery, Powys. SY15 6QD

**MINUTES of the ANNUAL MEETING
on Wednesday 25th May 2016 2015, 7.30 pm
at Churchstoke Community Hall.**

- 1. Elections to Offices of Chairman and Vice-Chairman** – to receive nominations and to elect to office:

RESOLVED:

'CCC elects to office as follows:

1.1 Chairman

Cllr B L Smith

The new Chairman signed the Declaration of Acceptance of Office of Chairman, and took the Chair.

1.2 Vice-chairman.

Cllr D L Powell.'

- 2. Attendance, Apologies for Absence, Dispensations, and Declarations of Members' Interests** – to record attendance and apologies for absence, receive declarations of interest from Members in accordance with Part III of the Local Government Act 2000, which established the Local Government Code of Conduct for Members, and note dispensations.

Attendance: Cllr B L Smith (Chairman), Cllr J Jones, Cllr M J Jones, Cllr D L Powell, Cllr Z M Powell, Cllr A Richards, Cllr P C Rigg, Cllr C P Smith, Cllr D N Yapp.

Apologies for absence approved by Council: None.

Other apologies for absence: Cllr K D Massey, Cllr J Stelmasiak, Cllr J Wakelam.

Other Members not present: None.

In attendance: E J Humphreys (Clerk to the Council).

Dispensations: Current dispensations are displayed on the council's website.

Declarations of Members' Interests: Members declared personal / prejudicial interests at the start/ during the meeting as follows:

Agenda Number	Item	Councillor	Nature of Declaration
None			

- 3. Public Participation:** to receive members of the public who wish to address the Council in respect of any item of business included in the agenda. Any member of the public wishing to speak must notify the Clerk to the Council no later than 15 minutes prior to the start of the meeting.
None.

4. Committees:

- 4.1 Committees: to resolve to retain the following Committees:

RESOLVED:

'CCC retains and establishes the following Committees:

- a) Retain the Planning Committee*
- b) Retain the Green Grants Committee*
- c) Establish a Disciplinary and Grievance Appeals Panel.'*

- 4.2 Election to Committees: to receive nominations and to resolve the election to Committees.

RESOLVED:

'CCC elects to Committees as follows:

- a) Planning Committee
All Members of the Council*
- b) Green Grants Committee
All Members of the Council*
- c) Disciplinary and Grievance Appeals Panel Pool
All Members of the Council from which a panel of 3 will be drawn.'*

5. Special Responsibilities:

- 5.1 Positions of Special Responsibility: to resolve to retain the following Positions of Special Responsibility:

RESOLVED:

'CCC retains the following Positions of Special Responsibility:

- a) Allotments & Recreation (x3)*
- b) Budget Preparation Panel (x3)*
- c) Cemetery (x1)*
- d) Democratic Governance & Organisation (x3)*
- e) Information & Web-Site (x1)*
- f) Internal Audit & Financial Scrutiny (x1)*
- g) Personnel & Staffing (x1)*
- h) Police Consultation & Liaison (x1)*
- i) Posting of Information & Notices to Community Notice Boards (x7).'*

- 5.2 Election to Positions of Special Responsibility: to receive nominations and to resolve the election to Positions of Special Responsibility.

RESOLVED:

'CCC elects to Positions of Special Responsibility as follows:

- a) *Allotments & Recreation (x3)*
Cllr M J Jones
Cllr P C Rigg
Cllr J Stelmasiak (subject to acceptance)
- b) *Budget Preparation Panel (x3)*
Cllr D L Powell
Cllr P C Rigg
Cllr J Stelmasiak (subject to acceptance)
- c) *Cemetery (x1)*
Cllr B L Smith
- d) *Democratic Governance & Organisation (x3)*
Cllr D L Powell
Cllr P C Rigg
Cllr D N Yapp
- e) *Information & Web-Site (x1)*
Cllr B L Smith
- f) *Internal Audit & Financial Scrutiny (x1)*
Cllr J Wakelam
- g) *Personnel & Staffing (x1)*
Cllr B L Smith
- h) *Police Consultation & Liaison (x1)*
Cllr C P Smith

i) *Posting of Information & Notices to Community Notice Boards (x7).*

<i>Notice Board</i>	<i>Councillor</i>
<i>Cross Likey</i>	<i>Cllr D N Yapp</i>
<i>Hyssington</i>	<i>Cllr P C Rigg</i>
<i>Mellington</i>	<i>Cllr M J Jones</i>
<i>Pottery</i>	<i>Cllr B L Smith</i>
<i>Snead</i>	<i>Cllr J Wakelam</i>
<i>Tuffins</i>	<i>Cllr B L Smith</i>
<i>White Grit</i>	<i>Cllr P C Rigg</i>

6. Outside Bodies:

6.1 Outside Bodies: to resolve to retain the following representation to outside bodies:

RESOLVED:

'CCC retains the following representation to outside bodies:

- a) *Churchstoke CP School Governors (x1)*
- b) *Churchstoke Recreation Association (x1)*

- c) *Hyssington Village Hall Committee (x1)*
- d) *One Voice Wales Montgomeryshire Area Committee (x1)*
- e) *Stiperstones & Corndon Hill Country Landscape Partnership Scheme (x1).*

6.2 Election to Outside Bodies: to receive nominations and to resolve the election to outside bodies.

RESOLVED:

'CCC elects representation to outside bodies as follows:

- a) *Churchstoke CP School Governors (x1)*
None elected

The Clerk agreed to request and circulate details of categories and responsibilities of school governors from Powys CC Schools Service.

Action – Clerk to process

- b) *Churchstoke Recreation Association (x1)*
Cllr C P Smith

- c) *Hyssington Village Hall Committee (x1)*
Cllr P C Rigg

- d) *One Voice Wales Montgomeryshire Area Committee (x1)*
Cllr M J Jones

- e) *Stiperstones & Corndon Hill Country Landscape Partnership Scheme (x1).*
Cllr B L Smith.'

7. Finance:

7.1 Chairman's Allowance: to resolve the level of Chairman's Allowance 2016-17.

RESOLVED:

'CCC confirms the Chairman's Allowance to continue at £100.'

7.2 Bank Mandate Authorised Signatories: to resolve the mandate authorised signatories on the council's bank accounts.

RESOLVED:

'CCC confirms the bank mandate and cheque signatories to continue as Chairman (Cllr B L Smith), Vice-Chairman (Cllr D L Powell), Cllr J Jones and the Clerk.'

8. Corporate Governance:

8.1 Standing Orders: to resolve to confirm and retain (with revisions if appropriate) the Standing Orders (paper 8.1 previously circulated).

Council received the Clerk's briefing memo and model Standing Orders along with a recommendation that council reviews, updates, approves and adopts updated Standing Orders.

RESOLVED:

'CCC reapproves and retains the Standing Orders as presented with one amendment to remove 4-days written notice of a motion to be put to Council.'

- 8.2 Financial Regulations: to resolve to confirm and retain (with revisions if appropriate) the Financial Regulations (paper 8.2 previously circulated). Council received the Clerk's briefing memo and model Financial Regulations with a recommendation that council reviews, updates, approves and adopts Financial Regulations.

RESOLVED:

'CCC reapproves and retains the Financial Regulations as presented.'

- 8.3 Risk Assessment: to resolve to adopt the Risk Assessment for 2016-17 (paper 8.3 previously circulated). The Clerk presented the Annual Risk Assessment for the year 2016-17 as required by audit regulations, and highlighted areas of low, medium or high risk and the actions to be taken in order to manage risk.

RESOLVED:

'CCC accepts and approves the Annual Risk Assessment 2016-17 as presented and approves the risk management actions'.

- 8.4 Insurance: to resolve the levels of insurance cover for 2016-17 (paper 8.4 previously circulated). Council received information from the Clerk on current level of insurance cover.

RESOLVED:

'CCC will continue with insurance level as presented with the addition of the new playground equipment and projector/ screen to the list of insured property.'

Action – Clerk to process

9. **Date of Meetings:** to resolve the frequency and dates of Council and Committee meetings (paper 9 previously circulated).

RESOLVED:

'CCC sets the dates of meetings to be the final Tuesday (January, February, March, April, September, October, November, exception December) and final Wednesday (exception May, June, July, August) of each month as set out in appendix 1 to these minutes.'

Meeting ended 7.59 p.m.

Appendix 1 to Minutes of Annual Meeting of CCC on 25th May 2016

DATES OF COMMUNITY COUNCIL MEETINGS FOR 2016-2017

Full Council:

Meetings are scheduled to begin at 7:30 p.m.

Day	Date	Venue
Wed	29/06/2016	Churchstoke
Wed	27/07/2016	Hyssington
Wed	31/08/2016*	Churchstoke
Tue	27/09/2016	Churchstoke
Tue	25/10/2016	Churchstoke
Tue	29/11/2016	Hyssington
Tue	20/12/2016**	Churchstoke
Tue	31/01/2017	Churchstoke
Tue	28/02/2017	Churchstoke
Tue	28/03/2017	Churchstoke
Tue	25/04/2017	Hyssington
Wed	17/05/2017***	Churchstoke (plus Annual Meeting)

* = August meeting is planning, finance, and urgent matters only

** = December meeting early to avoid Christmas / New Year week

*** = May Annual Meeting of new council early to comply with LGA 1972 Sched 12 S7 & 23

Committees:

Committee meetings will be called by the Clerk when required, and notified to Members and to the public in the prescribed manner.

End