

LLANDOUGH COMMUNITY COUNCIL

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON A
HYBRID BASIS ON WEDNESDAY 8 MAY 2024 AT 7.00PM**

(Some members attended in the Council Chamber and others from another location using the Zoom Video Conferencing platform)

PRESENT.

Councillor Dr M. Misra (Retiring Chairman)
Councillor B. Augustian
Councillor Mrs P. Carreyett
Councillor M. Edwards
Councillor C. Gibson
Councillor Mrs S. Jefferies
Councillor P. King
Councillor D. Mears

APOLOGIES FOR ABSENCE.

Councillor M. Stanyard-Jones

1. ELECTION OF CHAIR.

RESOLVED that: Councillor Dr M. Misra be elected Chair for the Council year 2024/25.

2. DECLARATION OF ACCEPTANCE OF OFFICE.

Councillor Dr Misra signed the declaration of acceptance of office witnessed by the Clerk.

3. ELECTION OF VICE-CHAIR.

RESOLVED that: Councillor C. Gibson be elected Vice-Chair for the Council year 2024/25.

4. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST.

There were no declarations of interest received.

5. APPOINTMENT OF COMMITTEES.

RESOLVED that: Membership for 2024/25 to be as follows:

A) Policy and Resources Committee (10 Members).

All members of the Council to be in membership of the Committee with the Chair and Vice Chair of the Council holding the same positions.

B) Environment and Amenities Committee (10 Members).

Membership to be all Councillors.

C) Village Fete Working Party (4 Members).

Membership to be Councillors Gibson, Edwards, Mrs Jefferies and King.

D) Hall Management Committee (5 Members).

Membership to be Councillors Mrs Carreyett, Edwards, Mears, King and Dr Misra.

E) Allotments Working Party (5 Members).

Membership to be Councillors Edwards, King, Mears, Dr Misra and Stanyard-Jones.

F) Bio-Diversity Working Party (4 Members)

Membership to be Councillors Mrs Carreyett, Edwards, Mears and Dr Misra.

G) Health and Safety Working Party (4 members)

Membership to be Councillors Mrs Carreyett, Edwards, Dr Misra and Stanyard-Jones.

H) Planning Working Party (5 members)

The Working Party to consider planning applications which cannot be submitted to the local planning authority due to time restrictions for responses with decisions being delegated to the Clerk following consideration of applications by the Working Party.

Membership to be Councillors Augustian, Mrs Carreyett, Edwards, Gibson and Dr Misra.

J) Lewis Road Reserve Allotments Working Party (5 members).

Membership to be Councillors Augustian, Gibson, Mrs Jefferies, Mears and Dr Misra.

K) Services to Older Persons Working Party (4 members).

Membership to be Councillors Augustian, Mrs Carreyett, Mrs Jefferies and Dr Misra.

6. APPOINTMENT OF REPRESENTATIVES.

RESOLVED that: Membership for 2024/25 to be as follows:

a) Community Liaison Committee with Town and Community Councils - Councillor Mrs S. Jefferies (Substitute: Councillor Dr M. Misra).

b) East Vale Community Transport Management Committee

RESOLVED that: Councillor Mears to be appointed as an official observer.

c) One Voice Wales - Councillor Dr M Misra (Substitute: Councillor C. Gibson).

d) Llandough Hospital Our Orchard Project Group- Councillor Mrs P. Carreyett (Substitute: Councillor D. Mears).

7. DECLARATIONS OF PECUNIARY INTEREST – APPLICATIONS FOR SPECIAL DISPENSATION.

RESOLVED that: No applications were required.

8. DEEDS AND TRUST INSTRUMENTS/REVIEW OF FIXED ASSET REGISTER.

The Clerk advised members of the following investments in land:

Description of Land Holding	Location of Documents	Tenure
<i>Village Green No. 41</i>	<i>Registered Parcel of Land Common Commissioners Letter in Clerk's File</i>	<i>Not Applicable</i>
<i>Corbett Road Allotments</i>	<i>Annual Licence in Clerk's File</i>	<i>Annual</i>
<i>Village Garden (Off Penlan Road)</i>	<i>Title Deeds with Merrils Ede</i>	<i>Not Applicable</i>
<i>Brook Green</i>	<i>Title Deeds with Barclays Bank</i>	<i>Not Applicable</i>
<i>Village Green - (Extended Parcel)</i>	<i>Title Deeds with Merrils Ede</i>	<i>Not Applicable</i>
<i>Lewis Road Allotments</i>	<i>Title Deeds with Merrils Ede</i>	<i>Not Applicable</i>
<i>Llandough and Leckwith Hall Title Deeds</i>	<i>Title Deeds with Slater and Gordon</i>	<i>Not Applicable</i>
<i>Lease on land for MUGA in King George V Memorial Playing Fields</i>	<i>Lease with Merrils Ede (Penarth)</i>	<i>Period of 25 years from November 2019</i>

Members were also provided with the asset register as at 31 March, 2024. It was suggested that the values of some of the items in the register required review on the ground that depreciation had not been applied. The Clerk advised that the Practitioner's Guide to Governance and Accountability 2019 stated that depreciation should not be applied and the purchase price of most items needed to remain unchanged. It was considered however that the insurance valuations of recently acquired playground equipment might need to be uplifted in 2025. For 2024, the insurance valuations would remain unchanged on the basis that they were only recently purchased, were in excellent condition and inspected by the Vale of Glamorgan Council's Playground Inspector on a monthly basis.

RESOLVED that: The Asset Register for 2024/25 be approved.

9. INVESTMENT STRATEGY 2024/25.

Consideration was given to the draft strategy prepared by the Clerk.

RESOLVED that: The Investment Strategy for 2024/25 be approved subject to the following amendment:

Under the heading 'Sums to be Invested' in Para. 2 the word 'to' be inserted after the word 'required.'

10. RISK MANAGEMENT PLAN.

The Council considered the Risk Management Plan which had been circulated with the agenda.

RESOLVED that:

- a) An additional risk be included relating to the use of the Council's credit card to be based on the existing control measures in place relating to its use.
- b) The plan be uploaded on to the Council's website.

11. APPOINTMENT OF INTERNAL AUDITOR.

RESOLVED that: A.D. Williams be appointed for the 2024/25 financial year.

12. REVIEW OF COUNCIL'S INSURANCE ARRANGEMENTS.

A review of the Council's insurance arrangements had recently been undertaken by Councillor Edwards and the Clerk and the insured value of some of the all risks cover items in the fixed assets register had been increased. Additional cover had been secured to include contract disputes.

RESOLVED that:

- a) The actions of Councillor Edwards and the Clerk be endorsed.
- b) Alternative quotations for insurance cover be invited for 2025/26.

13. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.

The Council had reviewed its standing orders in 2023 based on the model standing orders published by One Voice Wales. The 2019 model financial regulations would be updated in the very near future and upon receipt of the new model from One Voice Wales a review be undertaken of the Council's financial regulations.

RESOLVED that: A review of the financial regulations be considered at the next meeting of the Policy and Resources Committee.

14. REVIEW OF COMPLAINTS PROCEDURE.

The Council had not received any complaints since the policy was introduced. Until such time as the policy was used it was not seen as appropriate to review its functionality. It was noted that the procedure reflected the model published by the Public Service Ombudsman for Wales and had been approved by the Council in June, 2012.

15. ARRANGEMENTS FOR 2024 CIVIC SERVICE.

RESOLVED that:

- a) The arrangements reported by the Clerk were duly noted.
- b) Councillor Dr Misra to read the lesson identified in the service programme for the Vice-Chair.
- c) A donation be made to Marie Curie of £50 to reflect the contribution of local singers who would be taking part in the Service.

16. DRAFT STATUTORY ANNUAL PLAN FOR THE YEAR ENDED 31 MARCH 2024.

A draft report had been circulated with the agenda for consideration by the Council.

RESOLVED that: The draft statutory annual plan be approved.

17. REVIEW OF THE STATUTORY TRAINING PLAN.

The plan had been circulated with the agenda for consideration by the Council. It was noted that the Clerk would be circulating all relevant training opportunities with an expectation that Councillors would book in to training events referenced as a commitment in the plan.

RESOLVED that: No changes be made to the Plan.

18. EXCLUSION OF THE PRESS AND THE PUBLIC.

RESOLVED that: The press and the public be excluded from the next item of business due to the confidential nature of the business to be transacted.

19. REVIEW OF THE RENT ALLOWANCE PAYABLE TO THE CLERK.

The Clerk left the meeting whilst this matter was under consideration.

RESOLVED that: The rent allowance payable to the Clerk be increased by 3.8% from 1st June 2024 which equates to £1561 per annum.

Signed.....
Chair

Date: 30 May 2024