

**LLANDOUGH COMMUNITY COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON  
WEDNESDAY 8 MAY, 2019 AT 7.00PM IN THE COUNCIL CHAMBER.**

**PRESENT.**

Councillor Mrs P. Gay (Chairman)  
Councillor E. Penn (Vice-Chairman)  
Councillor Mrs L. Barrowclough  
Councillor Mrs P. Carreyett  
Councillor D. Mears  
Councillor M. Edwards  
Councillor P. King  
Councillor W. Williams

**APOLOGIES FOR ABSENCE.**

Councillor Dr M. Misra

**1. ELECTION OF CHAIRMAN.**

The retiring Chairman (Councillor Mrs P. Carreyett) opened the meeting and sought nominations for the office of Chairman. One nomination was received and seconded.

**RESOLVED** that: Councillor Mrs P. Gay be elected as Chairman of the Council for 2019/20.

**2. DECLARATION OF ACCEPTANCE OF OFFICE.**

The declaration of acceptance of office was completed and signed by Councillor Mrs P Gay and witnessed by the Clerk.

**3. ELECTION OF VICE-CHAIRMAN.**

**RESOLVED** that: Councillor E. Penn be elected as Vice-Chairman for the Council Year 2019/20.

**4. REPORT OF THE RETIRING CHAIRMAN.**

The report from Councillor Mrs P. Carreyett was tabled.

**RESOLVED** that:

- a) The report be accepted.
- c) The Clerk to arrange for the report to be published on the Council's website.

**5. DECLARATION OF PERSONAL AND PREJUDICIAL INTERESTS.**

The following declaration was submitted to the Clerk.

*Councillor Mrs P. Carreyett – Personal and Prejudicial Interest in relation to the determination of hourly rates of Caretakers as her husband was employed in one of these roles.*

**6. APPOINTMENT OF COMMITTEES.**

**RESOLVED** that: Membership for 2019/20 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 Chairman and Vice Chairman of the Council holding the same positions.

**B) Environment and Amenities Committee (9 Members).**

Membership to be all Councillors with the exception of the Chairman of the Council.

**C) Village Fete Working Party (4 Members).**

Membership to be Councillors Mrs Barrowclough, Edwards, King and Penn.

**D) Hall Management Committee (5 Members).**

Membership to be Councillors Mrs Carreyett, Edwards, Mrs P. Gay, Dr Misra and W Williams.

**E) Allotments Working Party (5 Members).**

Membership to be Councillors Edwards, Mrs P. Gay, King, Mears and W. Williams.

**F) Bio-Diversity Working Party (3 Members)**

Membership to be Councillors Carreyett, Edwards and Dr Misra.

**G) Health and Safety Working Party (4 members)**

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

**H) Community Engagement Working Party (3 members)**

Membership to be Councillors Mrs Carreyett, Gay and I Williams.

**RESOLVED** that: The future status of the Working Party be reviewed at the next meeting of the Council.

l) Planning Sub Committee (5 members)

The Sub-Committee be granted delegated powers to deal with planning applications which could not be considered by the full Council due to timescale restrictions relating to the consultation process.

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

**7. APPOINTMENT OF REPRESENTATIVES.**

**RESOLVED** that: Membership for 2019/20 to be as follows:

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

b) East Vale Community Transport Management Committee

**RESOLVED** that: The appointment of an observer be considered at the next meeting of the Council. (Councillor Penn agreed to attend the AGM of the Committee to be held on 14 May, 2019).

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

d) Llandough Hospital Our Orchard Project Group- Councillor Mrs P. Carreyett.

**8. RATES OF REMUNERATION.**

*(The Clerk left the meeting while this matter was under discussion).*

*Councillor P. Carreyett declared a personal and prejudicial interest in relation to the hourly rates for Caretakers as her husband was employed in this capacity. She also left the meeting whilst the rates of remuneration were considered and determined.*

**RESOLVED** that: The rates and allowances for 2019/20 be increased by the equivalent % increase rates contained in the agreement on local government pay for 2019/20 as follows: -

**Rent Allowance Payable to the Clerk: £1228 per annum from 1st June, 2019. (Estimated % increase taken from NJC pay scheme is 2%)**

**Wages Payable to the Caretakers: £9.18 per hour with effect from 1st May, 2019. (This equates to point 2 on the new NJC scale).**

**Clerical Assistance: £1207.00 pa with effect from 1st June, 2019. (The % increase taken from the NJC pay scheme is 2%).**

**9. DECLARATIONS OF PECUNIARY INTEREST – APPLICATIONS FOR SPECIAL DISPENSATION.**

**RESOLVED** that: No Council applications be submitted for 2019/20.

**10. DEEDS AND TRUST INSTRUMENTS/REVIEW OF FIXED ASSET REGISTER.**

The Clerk advised members of the following investments in land:

<b>Description of Land Holding</b>	<b>Location of Documents</b>	<b>Tenure</b>
<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 Leo Abse and Cohen</i>	<i>Not Applicable</i>
<i>Grazing Licence for Field off Lewis Road</i>	<i>Grazing Licence in Clerk's File</i>	<i>Up to 31<sup>st</sup> December, 2022</i>

Members were also provided with the asset register as at 31 March, 2019.

**RESOLVED** that: The Asset Register for 2018/19 be approved.

**11. INVESTMENT STRATEGY 2019/20.**

**RESOLVED** that: Consideration of the Strategy be deferred until notification of the loan sanction approval for the multi-use games area had been received from the Welsh Government.

**12. RISK MANAGEMENT PLAN.**

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

**RESOLVED** that:

- a) No changes be made to the plan for the time being.
- b) The Health and Safety Working Party be asked to review the risk assessment relating to community litter picks.

**13. APPOINTMENT OF INTERNAL AUDITOR.**

**RESOLVED** that: A.D. Williams be appointed for the 2019/20 financial year. It was noted that from 2020/21 it was likely that the Wales Audit Office would take direct responsibility for the audit process for local councils.

**14. REVIEW OF COUNCIL’S INSURANCE ARRANGEMENTS.**

The Council was committed to a 3-year deal with Came and Company and at the moment it was not necessary to review cover. However, when the MUGA was installed in the playing fields it would be necessary to inform the insurers and assess the level of cover that was required.

**RESOLVED** that: The Clerk to inform the insurers when the MUGA had been installed and obtain options for insurance cover for consideration by the Council.

**15. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

It was noted that a new set of model financial regulations had been published by One Voice Wales in 2016 and adopted with some amendment in that same year. It was considered that there was no need for any changes to these regulations at the current time. In the case of standing orders, these had been updated in 2018 based on the One Voice Wales model and it was not therefore necessary to review them at the current time.

**16. 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.

Signed.....  
Chairman

Date: 23 May 2019