



Cyngor Cymuned Ffordun gyda Thre'r-Llai a Threlystan
Forden with Leighton and Trelystan Community Council
 Glanllyn, Leighton, Welshpool, Powys. SY21 8HJ

Clerc i'r Cyngor | Clerk to the Council: Rachel Tibbott

MINUTES OF COUNCIL ANNUAL MEETING
On Thursday 30th May 2024 at 7pm
 At Leighton Village Hall.

01/24 Welcome, Attendance: to record attendance.

Attendance at the hall: Cllr Suzanne Rowlands, Cllr Adam Lloyd, Cllr Rachael Briggs and Cllr Anthony Day.

Attendance online: Cllr Shaun Rees, Cllr Di Stevens and Cllr Neil Edwards
 The Chairperson welcomed the Councillors and Clerk to the meeting.

In attendance: Rachel Tibbott (Clerk to the Council)

02/24 Elections to Offices of Chairperson & Vice-Chairperson for the Municipal Year 2023-24

02/24.1 Chairperson: to receive nominations, to resolve the election of Chairperson, and the new Chairperson to sign the Declaration of Acceptance of Office and take the 'Chair'.

Nominations will be taken from the floor.

Council received one nomination.

RESOLVED: FLTCC elects to the office of Chairperson as follows: Cllr Suzanne Rowlands.

02/24.2 Retiring Chairman: to receive the retiring Chairman's report.

N/A

02/24.3 Incoming Chairman: to receive the incoming Chairman's address.

N/A

02/24.4 Vice-Chairperson: receive nominations and to resolve the election of the Vice-Chairperson.

Nominations will be taken from the floor.

Council received one nomination.

RESOLVED: FLTCC elects to the office of Vice-Chairperson as follows: Cllr Adam Lloyd.

03/24 Apologies for Absence: to receive, and resolve if desired, to approve absence(s).

Apologies for absence approved by Council: Cllr Mark Williams

Apologies for absence received: None

Other members absent: None

04/24 Declarations of Members' Interests and Dispensations: to 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 to note Members' dispensations. Members are asked to submit any declaration forms to the Clerk.

None

05/24 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 by email clerk@fltcc.org.uk no later than 15 minutes prior to the start of the meeting. Members of the public addressing the council are asked to respect matters of confidentiality and privacy.

None

Initials: _____

06/24 Election to Committees for the Municipal Year 2024-25

06/24.1 To resolve and retain the following committees (and Terms of Reference):

- a. Cemetery Committee

RESOLVED: FLTCC retains the Cemetery Committee

06/24.2 To receive nominations and to resolve the election to Committees above.

Nominations will be taken from the floor.

RESOLVED: FLTCC elects Cllrs Suzanne Rowlands, Shaun Rees, Anthony Day, Rachael Briggs and Neil Edwards to the Cemetery Committee.

07/24 Finance for the Municipal Year 2024-25

07/24.1 Bank Mandate Authorised Signatories: to resolve the mandate and authorised signatories on the council's bank accounts.

RESOLVED: FLTCC confirms the bank mandate and cheque signatories as Chair Cllr Suzanne Rowlands, Vice-chair Cllr Adam Lloyd and The Clerk Rachel Tibbott.

07/24.2 Insurance: to resolve approval of the 3 year insurance contract (procured 2022) and confirm the levels of insurance cover for 2024-25.

RESOLVED: FLTCC approves the insurance cover for 2024-25 as set in the renewal schedule and policy.

07/24.3 To resolve the signing rules on the Council's Bank account.

RESOLVED: FLTCC approves that 2 out of the above 3 signatories are needed on all cheques. Also approved is that all BACS payments are made by the Clerk and ratified by either the Chair or Vice-chair.

07/24.4 Reserves Strategy 24/25: To keep up to 50% of the annual precept value to cover any possible delayed precept payments from the council or any urgent repairs on equipment/buildings etc. To resolve increasing monthly transfer to savings from current account to £300 per month to cover future repairs on the hardcourt area and playgrounds.

RESOLVED: FLTCC approves the reserve strategy and increasing monthly transfer to savings of £300 for any repair/maintenance.

08/24 Corporate Governance for the Municipal Year 2024-25.

08/24.1 Standing Orders: to resolve to confirm and retain (with revisions if appropriate) the council's Standing Orders.

RESOLVED: FLTCC confirms the monthly Standing Orders as presented – Quickbooks, Council Tax, Water and Transfer to savings.

08/24.2 Financial Regulations: to resolve to confirm and retain (with revisions if appropriate) the council's Financial Regulations.

RESOLVED: FLTCC confirms the Financial Regulations as presented and agreed to increase the amount which can be spent without authorisation to £750 for emergency repairs and maintenance.

RESOLVED: it was also agreed to increase the amount of spending for repairs and maintenance to £2500 and over before 3 quotes are needed. Only 1 quote is needed for spending of £2499 and under.

08/24.3 Risk Assessment: to resolve to adopt the corporate Risk Assessment for 2024-25.

RESOLVED: FLTCC accepts and approves the Annual Risk Assessment 2024-25 as presented and approves the risk management actions.

09/24 Dates and Arrangements of Meetings for the Municipal Year 2024-25: to resolve the frequency and dates of Council and Committee meetings.

RESOLVED: FLTCC sets frequency and dates of Council meeting for 2024-25 for last Thursday each month at 7pm as set below:

Dates of meetings on next page

Initials: _____

| | |
|--|---|
| June 27th 2024 | Forden Community Centre |
| July 25th 2024 | Leighton Village Hall |
| August 2024 | NO ORDINARY BUSINESS MEETING ONLY EXTRA-ORDINARY MEETING IF NEEDED |
| September 26th 2024 | Forden Community Centre |
| October 31st 2024 | Leighton Village Hall |
| November 28th 2024 | Forden Community Centre |
| December 2024 | NO ORDINARY BUSINESS MEETING ONLY EXTRA-ORDINARY MEETING IF NEEDED |
| January 30th 2025 | Forden Community Centre |
| February 27th 2025 | Leighton Village Hall |
| March 27th 2025 | Forden Community Centre |
| April 24th 2025 | Leighton Village Hall |
| May 29th 2025 Annual meeting followed by ordinary meeting. | Forden Community Centre |

| CEMETERY COMMITTEE | <u>Venue</u> |
|--------------------------------------|--------------------------------|
| June 27th 2024 | Forden Community Centre |
| November 28th 2024 | Forden Community Centre |
| March 27th 2025 | Forden Community Centre |

Signed: _____ Date: _____

Initials: _____