



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

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

RATIFIED MINUTES OF COUNCIL'S ANNUAL MEETING
Held on Thursday 19th May 2021 at 7pm.

1. **Welcome, Attendance:** to record attendance
 - 1.1 The Chairperson welcomed Councillors and Clerks to the council's hybrid Annual General Meeting held remotely online and at Leighton Village Hall and sought assurance that everyone could be heard and could engage in the meeting.
 - 1.2 Attendance – Cllr Suzanne Rowlands, Cllr Rachael Briggs, Cllr Anthony Day, Cllr Shaun Rees, Cllr Neil Edwards, Cllr Mark Williams, and Cllr Clive Eaton-Stevens
 - 1.3 In attendance – Lee Davies and Rachel Tibbott (Clerks to the Council)

2. **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 (papers 2a & 2b).
 - 2.1 None

3. **Elections to Offices of Chairperson & Vice-Chairperson for the Municipal Year 2022-23**
 - 3.1 Chairperson: Cllr Suzanne Rowlands was proposed and seconded and unanimously elected as Chairperson for a third term.

ACTION: DECLARATION OF ACCEPTANCE FORM TO BE SIGNED AND HELD ON FILE
 - 3.2 Vice-Chairperson: Cllr Shaun Rees was proposed and seconded and unanimously elected as Vice-Chairperson.

4. **Apologies for Absence:** to receive, and resolve if desired, to approve absence(s).
 - 4.1 None

19:03pm Cllr Mark Williams Joined the meeting.

5. **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 no later than 15 minutes prior to the start of the meeting.

None

6. **Chairpersons Reports & Announcements:**
 - 6.1 The Chair welcomed the new clerk Rachel Tibbott and thanked Lee Davies for all his time and support over the last few years.

Initials SDR

Laptops etc will be handed over next week. Lee will use the old RFO laptop to sort some software. Keep clerk@ but RFO@ will cease to exist from 1st June.

7. Finance & Insurance

7.1 Bank Mandate Authorised Signatories: This was needed as only one signatory currently on the mandate which is Cllr Suzanne Rowlands. Cllr Rachael Briggs kindly agreed to authorise the change and filled out the forms accordingly. Mandate forms have been given to Rachel Tibbott to add her evidence and send off.

ACTION: ADD CLLR SHAUN REES AS A SIGNATURE AT NEXT MEETING

7.2 The Financial Risk Assessment will need changing, need to take off the role of RFO as now a combined role of Clerk

ACTION: RT TO UPDATE

7.3 Insurance: to procure new insurance contract and confirm the levels of insurance cover for 2022-23 (paper 7.2 to follow).

The new Insurance documents were presented at the annual meeting. The clerk informed the meeting that we have reached the end of the insurance term with Zurich so he had previously sent out procurements to 3 companies: BHIB (who didn't return any information), Arthur J Gallagher and Zurich. Zurich increased from £1872 last year to £2134 for one year or £6123 over 3 years. AJ Gallagher (using Hiscox insurance) quotes 1813 per year over 3 years. Our current insurance with Zurich will run out at the end of the month (25th) and will roll over if we do not inform them. G&H will need to know next week if we wish to go ahead with them. G&H have also made recommendations over and above procurement request, for example key person cover which is something which could be added in the future if needed.

ACTION: LD TO INFORM ZURICH OF NOTICE TO TERMINATE AND AJG OF NOTICE TO PROCEED.

8. Corporate Governance

- 8.1. Standing Orders: to resolve to confirm and retain (with revisions if appropriate) the council's Standing Orders (paper 8.1). **RESOLVED**
- 8.2. Financial Regulations: to resolve to confirm and retain (with revisions if appropriate) the council's Financial Regulations (paper 8.2). **RESOLVED**
- 8.3. Risk Assessment: to resolve to adopt the corporate Risk Assessment for 2022-23 (paper 8.3). **RESOLVED**

9. Committees & Delegations

- 9.1. Term of Reference: to resolve the continuation of standing committee(s) and their Terms of Reference for 2022 – 23:
Cemetery Committee (paper 9.1)

RESOLVED

Initials SDR


9.2. Committee Membership: to resolve the election of councillors to committee(s) as approved above (nominations taken from the 'floor').

RESOLVED – Members Cllr Suzanne Rowlands, Cllr Shaun Rees, Cllr Rachael Briggs, Cllr Anthony Day and Cllr Neil Edwards.

10. Dates of Meetings: to note the frequency and dates for Council and Committee meetings for 2022-23 (paper 10).

Meeting dates as previously presented were adopted.

Meeting closed at 19:19pm

Signed on behalf of the council as a correct record  Date 30/6/22

Initials SDR